

PARK HILL UNITED METHODIST CHURCH

POSITION DESCRIPTION (Rev.2)

Job Title: Director-Programs & Operations (DPO)

Supervisor: Senior Pastor

Principle Focus:

The Director-Programs & Operations (DPO) is responsible for overall management and day-to-day operations of Park Hill United Methodist Church (PHUMC) with specific emphasis on implementation of the church's vision for program ministries and managing the church's staff.

Reporting Relationships:

The Director-Programs & Operations (DPO) reports to and works alongside the Senior Pastor. All church staff members (department heads), other than clergy and those pursuing ordination, report to the Director-Programs & Operations (DPO). The Director-Programs & Operations (DPO) provides direction and support to all staff members, representing the Senior Pastor in his/her absence.

Primary Duties and Responsibilities:

Will work closely with the senior pastor, other ministers and staff members and elected and appointed lay leadership of the church in support of the church's vision, mission, values and strategic plan. This includes the primary responsibility of expanding, directing and coordinating the program and mission ministries of the church. Other responsibilities include directing all phases of the church's business activities including financial oversight, facilities management, office management, communications and marketing and prime interface with the Children's Center located at the church.

Essential Responsibilities include but are not limited to:

1. Work with the Senior Pastor and Program Council Chair and members to expand our program offerings to meet the life stage requirements of our members. Develop a multi-year plan including guidelines for assessing the quality and success of each program offering.
2. Work with the Senior Pastor and Missions Team Chair and Members to more fully define and expand our Missions objectives and commitments. Consider vibrant weekly, monthly and an annual Missions Outreach. Develop a multi-year plan including guidelines for assessing the quality and success of each Missions offering.
3. Work with the Senior Pastor and the Program Council Chair and others to develop a Community Awareness and Marketing Program. Specifically, identify, develop and implement plans to invite, attract, welcome and embrace new members and visitors from the surrounding communities.
4. In conjunction with a New Member focus, identify, develop and implement plans for membership retention. Develop the guidelines and reporting metrics for assessing our success in keeping members, and for capturing the root causes for membership attrition
5. Working closely with the Funding Committee Chair, manages all church financial assets and liabilities. Ensures compliance with bank requirements and adequate financial controls.
6. In cooperation with the Chair of the Funding Committee, assist in preparation of the annual Operating budget for presentation to the Admin Council. In support of this effort, provide current and historical income and expense data at the start of each year's budget development process.

7. Working with the Board of Trustees, the Director of Programs and Operations is responsible for building maintenance and improvements, day to day maintenance operations including supervision and scheduling of all maintenance staff.
8. With the guidance and direction of the Staff Parish Relations Committee, functions as the church Personnel Manager, reviewing and evaluating current policies, developing recommendations for changes or new policies and communicating all policies to the staff. Recommends staff personnel changes and administers benefit programs
9. Acquisition, use and regular maintenance of all office equipment including, but not limited to computer hardware and software systems.
10. Works closely with the Administration Council and Program Council keeping them informed of key issues and progress in support of the church's vision and strategic plan.
11. Provide direct leadership to program initiatives that are critical to the success of the church.

Job Qualifications/Requirements:

- Deeply committed Christian with excellent leadership, strategic and management skills.
- Passion for the church's purpose and vision and be able to work alongside and support the vision of the Senior Pastor and congregational leaders.
- Undergraduate degree with experience in finance, administration, personnel and property management or equivalent experience in church administration.
- Ability to lead and work within a team concept and foster an environment in which people are encouraged to explore their gifts to achieve optimal team results.
- Flexibility to work after normal office hours and on weekends.
- Executive leadership experience in the business world would be a plus, as would similar experience in a church or non-profit organization.