

# Palm City Presbyterian Church

## Job Description

**Position:** Operations Manager

**Employment Status:** Full-time

**Work Location:** Palm City Presbyterian Church, 2700 Martin Highway, Palm City, FL 34990

**Organization Overview:** Palm City Presbyterian Church is 501(c)(3) non-profit organization, located in Palm City, Florida affiliated with ECO, a covenant order of evangelical Presbyterians. The congregation consists of 500+ members supported by a Sr. Pastor, Associate Pastor, and six staff members. The church financially supports 8-10 ministries in the community and owns its own facilities.

**Description:** The operations manager role requires clear and ongoing communication with leadership and staff across a wide spectrum of tasks inherent to the role. The responsibilities of the position require an individual who has strong leadership skills to supervise and motivate, excellent written and oral communications, organizational ability, financial acumen, and attention to detail. This person will conduct oneself in a professional manner as a representative of the church and its mission.

### **Responsibilities:**

Support the Senior Pastor to achieve the mission and vision of PCPC. The operations manager's key responsibilities are to supervise and ensure support staff excellence, perform the accounting and bookkeeping tasks, assist in marketing activities, and oversee the day to day operation of the church. In addition, the operations manager will:

- Supervise support staff. Make recommendations on changes to position responsibilities of the support staff.
- Administer benefits and work with P&A committee on annual benefits determination for submission to ECO
- Identify areas for process improvement while taking initiative to problem-solve
- Have a solid knowledge of the vision and mission of the church to fully represent it to the community
- Administer efficient church operations
- Update the policies and procedures as needed
- Seek new ideas to improve church operations
- Prepare and keep accurate a PATHFINDER document
  - This document would tell who does what at PCPC, including staff and various teams. It would outline authority and responsibility
  - It would also include the procedures for electing elders and deacons
- Compile the annual report for the congregation and prepare the financial portions of the report
- The Operations Manager shall have communication with the building and grounds team, the finance team, and P&A with support staff evaluations and administrative policies
- Manage and perform all accounting and bookkeeping tasks for PCPC

- Perform other duties as assigned

**Position Requirements:**

- Growing faith in Jesus Christ
- General agreement with the beliefs and values of PCPC
- Bachelor's degree in business, accounting, or a related field preferred
- Minimum of 5 years proven leadership and supervisory experience

**Competencies:**

- Personal Integrity in the context of protecting and ensuring private and sensitive information and financial/material assets
- The ability to work as a member of a team to accomplish the objectives of the church
- Proficient in MS Office

**Position reports to Senior Pastor, Head of Staff**

Applicants interested in this position please contact Personnel & Administration representative [Ron Bartnick](#)