



Position Description of The Director of Operations
St. Mark's Episcopal Church and School – Richmond, Texas

Position Title: Director of Operations

Reports to: Rector

Direct Reports: Bookkeeper, Sexton, and Nursery Attendants

Position Status: Full-time, exempt, work days of Sunday-Thursday

Organization: St. Mark's Episcopal Church and School, a member of the Diocese of Texas, is located in the fast growing city of Richmond, Texas. Its mission is to be "a steadfast community of Christians dedicated to providing opportunities for worship, service, personal and spiritual growth, fellowship and comfort to all people in a caring environment."

In 2014, under the leadership of The Reverend Bert Baetz, St. Mark's Rector, a Strategic Planning Task Force was established to determine the future financial, program and facility needs for St. Mark's and develop plans to respond to those needs. The Task Force followed a strategic planning process that included needs assessment, a visioning session focused on December 2017, a study of area demographic data, and goal definition for the years 2015-2017. It was clear from this process that a major strategic goal for St. Mark's was to staff for growth and improve administrative, financial, and communication systems. This strategic goal has led to the creation of the new position of Director of Operations.

Position Summary: The Director of Operations of St. Mark's Episcopal Church and School – Richmond manages the day-to-day operations of the parish, including its financial and information technology systems; protection of its assets; risk management; maintenance of its building, grounds and equipment; managing the use of parish facilities by outside groups; providing logistical support to parish ministries and programs; planning and implementing special parish events, and being the public face to parishioners and community members for operational needs.

Responsibilities: Reporting to the Rector, the Director of Operations will have the following responsibilities:

Finance

- +Supervise the bookkeeper in production of income, expense, and balance sheet statements, as well as other reports as necessary, to fully and transparently portray the financial wellbeing of the parish.
- +Oversee the reconciliation of the accounts of the parish, including all bank and investment accounts.
- +Supervise the bookkeeper in the handling of parish payables and the payroll process.
- +Work with the Rector, staff and lay ministers to select and review vendors and service suppliers, as well as contracting of such vendors and service providers.
- + Assist the Rector, Vestry and Stewardship Commission in preparing the annual stewardship campaign and reporting campaign results to the Rector, Vestry and Stewardship Committee.
- + Ensure that accurate donor statements are sent out in a timely manner by the bookkeeper.
- +Work with the Rector to prepare the annual parochial report.
- +Work with the Finance Committee to complete an annual audit.

Facilities

- +Assure that St. Mark's Church and School buildings and grounds are regularly maintained including directing the Sexton in the care and cleaning of the facilities; supervising landscaping services and regular ongoing maintenance of the building systems; overseeing fire suppression tests, water quality tests and detention pond maintenance, and arranging for emergency building repairs as necessary.
- +Maintain an inventory of the parish's equipment and assets and provide ongoing care, tracking and maintenance of such assets and equipment.
- +Manage the security and fire alarm monitoring systems.
- +Monitor building access and control key distribution.
- +Manage the shared use agreement between the church and the school ensuring that the needs of both parties are met.

- +Manage the church's *Use of Facilities* policy that regulates the use of facilities by outside parties.
- +Ensure that all operating permits are in place and secure permits for special events.
- +Under the direction of the Junior Warden and as approved by the Vestry, develop and implement improvements of the buildings and grounds.

Risk Management/Insurance

Work with the Rector and Vestry to assess coverage needs, secure coverage proposals, analyze policy terms and costs, recommend and secure the appropriate insurance coverages including property, general liability, worker's compensation and casualty, and Directors and Officers coverage.

Information Technology

- +Regularly assess the parish's need for appropriate information technology hardware and software and initiate purchases as needed.
- +Manage the service contract with the church's information technology provider.
- +Oversee the church website, e-newsletter, and Facebook content ensuring that it is well-written, up-to date, and easy to access.

Logistical Support to Ministries

- +Work with lay ministry leaders to ensure that ministries have the needed space, equipment, furniture and storage to effectively carry out their missions.
- +Assist the Rector and lay ministry leaders with set up of programs and events as needed.

Special Events

- +Support lay ministers in planning high-quality ministry special events that uphold the mission and values of St. Mark's.
- +Manage and execute parish-wide special events that are both high-quality and cost-effective.

Management and Team Development

- +Oversee, direct, and organize the work of the positions reporting to the Director of Operations.
- +Ensure that staff members receive timely and appropriate training and development.
- +Establish and monitor staff performance and developmental goals, assign accountabilities, set objectives, establish priorities, and conduct annual performance appraisals.
- +Recruit and train greeters and ushers for each service.
- +Manage hospitality ministry on Sundays and special events.

Other: Perform all other such reasonable duties as may be determined by the Rector.

Key Qualifications: The Rector of St. Mark's Episcopal Church and School, in conjunction with the Vestry, seeks a Director of Operations with the following qualifications:

Background/Education/Experience

- +Bachelor's degree in business administration
- +Three years of supervisory experience
- +Demonstrated skills in financial and information technology systems
- +Experience in building strong teams and motivating staff and lay persons
- +Ability to understand and negotiate contracts and insurance policies with vendors
- +Capable of managing all facilities efficiently
- +Exceptional written, oral, interpersonal, and presentation skills, communicating with people at all levels of the organization
- +Excellent judgment and creative problem solving skills

Personal Characteristics

- +Supports the mission and values of St. Mark's Episcopal Church and School
- +Entrepreneurial thinking
- +Spiritually rich, modeling and mentoring others in spiritual growth
- +Exemplary work ethic
- +Strong attention to detail
- +Ability to maintain confidentiality

Preferred but Not Required

- +Episcopalian
- +Post-graduate education

Application Process

Applications will be considered upon submission of the following information via email to The Reverend Bert Baetz, Rector, at bbaetz@stmarksfortbend.org:

- +Cover letter expressing interest in the Director of Operations position
- +Current resume
- +Names, email addresses, and phone numbers of three personal and three professional references.