WASHINGTON CITY
CHURCH OF THE BRETHREN

Church Operations Manager

(Full Time Salaried, 40 hours/week)

To apply, All applicants *must* submit a cover letter and resume in order to be considered, via LinkedIn or by emailing resumes@washingtoncitycob.org.

Washington City Church of the Brethren seeks a **Church Operations Manager** to manage the facility and office operations for our church. The Church Operations Manager directs church property operations, and renovations that may be occurring. It manages the church's ministry administration needs, schedules building events, and represents the congregation to building-related stakeholders. This position supervises and interfaces with facility maintenance positions (staff and/or contractors) and the Brethren House Manager. A church pastor supervises this position and the Operations Manager provides regular reporting to the church's Administrative Council.

Washington City Church of the Brethren is a Christian congregation in the Historic Peace Church tradition of the Church of the Brethren. We have been in the Capitol Hill neighborhood of Washington, DC since 1899. It is a congregation committed to simple living and the responsible use of resources. Our congregation supports social action, peacemaking, and active nonviolent strategies for social change. The congregation and its staff also value service, hospitality and diversity.

CHURCH OPERATIONS MANAGER POSITION - GENERAL RESPONSIBILITIES

1. Organizing projects, vendor coordination for maintenance and repairs
2. Serving as the principal point of contact with church leaders, building users, community members, and vendors for all building management issues
3. Supporting the Brethren House manager in addressing property needs for the church's volunteer service house (Brethren House, in Capitol Hill neighborhood) by scheduling vendors as needed
4. Arranging with contractors for needed building inspections, maintenance, repairs, and cleaning
5. Assisting church leadership with administrative and office tasks. Church leadership includes Administrative Council, church pastors; worship coordinators and leaders; and any other leaders Administrative Council or church pastors specify.
6. Managing building use requests and communication with those using the building
7. Professionally representing the church and its mission online and via phone
8. Supervising facility maintenance positions (staff and/or contractors) and the Brethren House Manager

QUALIFICATIONS
This position requires a creative and effective individual who can anticipate and plan for stakeholder needs, implementing follow through and regularly communicating about progress while addressing such needs.

This position requires a self-directing leader who takes initiative, makes proposals, and develops solutions to improve church operations related to building management, building use agreements, and event logistics (including both worship services and other events).

This position also requires the ability to do the following:

- Manage time, projects, and priorities effectively, under occasional deadlines (such as an urgent repair need)
- Proactively initiate, assess, and address administrative and building needs, for both the church and other building users
- Collaborate with other building users to determine mutually agreed upon priorities
- Communicate effectively in writing and verbally, both in person, by email, and by phone
- Organize and maintain organizational supplies, files, and documents, such as vendor proposals for building maintenance or repair (digital and some paper)
- Organize church operations using Google Suite Shared Drives and project management software
- Initiate, delegate, receive and follow up on tasks via email and project management software
- Must be willing to utilize Facebook, Instagram, Mailchimp, a Wordpress blog, and other social media tools to manage and direct church communications
- Attend to aesthetic details such as formatting and presentation for organization communication
- Work well with a variety of people
- Represent the mission and values of Washington City Church of the Brethren in the carrying out of duties in this position description.

SPECIFIC DUTIES of the Church Operations Manager

Property Management and Supervision (25%)

- Proactively manages the property needs for the church building (337 North Carolina Ave SE)
- Supports the Brethren House manager in addressing property needs for the church's volunteer service house (Brethren House, in Capitol Hill neighborhood) by scheduling vendors as needed
- Supervises and communicates with all facility maintenance (staff and/or contractors)
- Onboards staff or contractors as necessary (such as cleaning, pest control, HVAC companies, etc.)

- Collaborates with church leadership to address the church's priorities for building maintenance or repair in a timely manner
- Plans for and implements procuring vendors for various building repairs and renovations, in line with the church's ministry goals and needs
- Develops building use agreements with entities for one-time and ongoing building use, conferring with pastors and/or Ad Council as necessary
- Proactively assesses building use and storage, room-by-room, to ensure a balance between function, ministry use, and financial sustainability
- Develops and maintains procedures or guidelines for building use
- Monitors building user compliance with terms of building use agreements
- Assesses quality and financial stewardship of various vendors, seeking out new quotes or vendors to improve quality of service and cost effectiveness; ensures vendors complete all contracted work
- Ensures that contractors complete the appropriate amount of contracted maintenance visits (pest control; grease trap cleaning; elevator, fire alarm, and fire extinguisher inspections; any regular equipment tune ups or certifications, etc.)

Building-Related Communication (25%)

- Serves as the main point of contact for the church for all building stakeholders related to repairs, maintenance, and scheduling of events or activities
- Receives regular reports from the Brethren House Manager, including about house maintenance needs
- Schedules needed repairs at the church and the Brethren House with the facility maintenance positions (staff and/or contractors) or other vendors
- Promptly informs and consults with supervisor, Administrative Council, and building users about all operational changes, maintenance activities, and repair work affecting operations within the building (WCCOB and other stakeholders)
- Liaises with the Hill Preschool, a long term building user of the church, to ensure healthy building partnerships, and to address their needs related to licensing requirements and inspections (e.g., monthly fire drills and other required paperwork)
- Tracks licenses and permits to maintain compliance with applicable laws, regulations, and insurance requirements
- Responds to building use inquiries, advising prospective (new) building users about the church's request process and managing that process
- Arranges building guest access to the building and attends guest events to supervise as appropriate. Coordinates with staff and board to delegate this duty if unavailable.
- Consults with Ad Council and pastors to seek out new building use opportunities

General Church Communications and Administration (25%)

- Opens, receives, and sorts all physical mail, redirecting and notifying as needed
- Regularly checks and answers the church voicemail, relaying messages to relevant parties as needed (pastors, etc.)
- Attends all or a portion of evening monthly Administrative Council meetings, collaborating with members and pastors.
- Attends meetings for special ministry projects including arts ministry, Brethren House, and capital campaign.
- Prepares a written monthly report for the Administrative Council prior to monthly meetings
- Changes the church physical sign and sources content from pastors and others
- Maintains a church building calendar (Google calendar), for on-site events
- Organizes, prepares, and sends the church's monthly newsletter, as well as a weekly announcements email.
- Manages and updates the church's website, including sermons
- Plans and strategizes about communication needs for the congregation
- Directs social media and website content development
- Creates a schedule and posts content for social media accounts

Financial Related Duties (15%)

- Pays vendors as needed via the church's credit card
- Completes contractor payments and reimbursements, as approved by Ad Council or supervisors
- Logs all contractor payments to vendors or individuals
- Deposits checks or funds as requested to the church's account physical bank branch
- Assigns bills that require payment to the church Treasurer
- Files and organizes all paper-based financial documents
- Collaborates with Brethren House Manager to log all monthly building use donations for volunteers
- Assists in updating the all purchases tracker

Sunday Morning Worship Service Administration (5%)

- Prepare worship slides for Sunday morning worship, sourcing information like announcements or changes to the order of worship, plus other slides as requested by worship leaders or preachers
- Sends email reminders at the beginning of each week, connecting preachers, worship leaders, and musicians
- Checks in with pastors and worship leaders to see how to support
- Manages and organizes the church's worship calendar, including preachers and musicians, at least 2-3 months in advance. This includes asking and inviting guest speakers, in consultation with the pastors or other worship coordinators. If there are guest speakers, organize supplemental worship leaders as needed.

Other Administrative Duties (5%)

- Prepares a weekly report of project updates for weekly team meetings with the supervisor and pastoral team
- Prepares a monthly written report to the Administrative Council
- Prepare yearly summary report for Congregational Forum
- Proactively assesses the church's ministry-related administrative needs and tasks, conferring with the Pastoral Team and Administrative Council as necessary.
- Coordinates purchasing of supplies as needed for the church, including cleaning and kitchen supplies as needed
- Sorts, organizes, and reduces church paper files and items as time allows
- Works with pastors to develop and update church permanent records, including preparing annual report forms, mailing lists, directories, membership, births, baptisms, weddings, child dedications, deaths, and visitors
- Other ministry-related administration as needed, which may not be listed here

POSITION DETAILS, SCHEDULE, COMPENSATION, and BENEFITS

This role is a full time position (expected 40 hours/week). The financial compensation is $62,400 gross annual salary. The position has variable hours (flexible schedule) but requires at *least* three on-site days per week including Tuesdays and Fridays and occasional presence at events or meetings outside traditional office hours.

Potential compensation increases will be considered on a calendar year basis. Benefits, in addition to salary, include 11 paid holidays (8 hours per day), defined health insurance reimbursement, Paid Time Off (PTO), and paid sick leave.

WCCOB employees are "**At-Will Employees**" subject to the Washington D.C. Labor Laws for "At-Will Employment Doctrine".

HOW TO APPLY

To apply, all applicants *must* submit both a cover letter and resume, via LinkedIn or by emailing resumes@washingtoncitycob.org. Interviews will only be conducted with mission-aligned qualified candidates who complete the full application (cover letter and resume).