



# Boundless Presence

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Scottsdale, AZ 85253  
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saintbarnabas.org

## *Job Description*

## DIRECTOR OF OPERATIONS

*20 hours per week*

*Saint Barnabas is a vibrant, growing, Episcopal community of Jesus-followers who love and serve the world in God's name. Our congregation is committed to making disciples and we nurture those disciples by way of meaningful worship, a deep contemplative prayer life, an enthusiastic community, beautiful music, passionate mission partnership, and robust formation offerings for all ages.*

### DUTIES

The duties of the Director of Operations (DO) position shall consist of assisting the Rector, or the Rector's designee, in helping to realize Saint Barnabas' mission as a means of building, sustaining, and inspiring the Church's membership.

### PRIMARY FUNCTION

The primary function of the DO position is to serve as the executive assistant and partner to the Rector, working across all ministry areas to implement the Rector and Vestry's adopted vision and goals for the parish. The work of the DO position is accomplished through ensuring healthy and secure function of all operations, finance, facilities and human resources of the parish.

## PRIMARY DUTIES AND RESPONSIBILITIES

*of the Director of operations position*

### LEADERSHIP

- Development and oversight of a strong operations team of employees, volunteers, and vendors.
- The DO position leads the administrative and facilities teams, responsible for the delivery of support needed by clergy, program, and lay ministries in the execution of their ministries.
- Presents a professional and collaborative presence at all times, understanding that the DO position is the face of Saint Barnabas with parishioners, vendors, and diocesan and national church representatives.
- Development and oversight of a strong office operations team that interfaces well with staff, church, and outside groups.
- Development and oversight of a strong team of volunteers, employees, and outside vendors to manage and maintain the Saint Barnabas buildings and grounds.
- Coordinate staff meetings and planning sessions with the Chief of Staff.
- Ensure Saint Barnabas maintains compliance with the canons of the Episcopal church, bylaws of the corporation and applicable federal and state regulations.
- Participate as a resource to parish Buildings and Grounds committee.
- Administer financial relationships with vendors.
- Risk Management: Manage insurance for Saint Barnabas, including property & casualty, workers' compensation, and health, life, and disability coverages. Review and ensure contracts and relationships to ensure risk protection for the church. Consult with the Chancellor as necessary.

## PROPERTY

- Oversee use, maintenance, and upkeep of the equipment of the 10-acre Saint Barnabas campus.
- Work with the Buildings and Grounds committee and Junior Warden in development of annual preventive maintenance plans, obtain approval of Rector and Vestry, and manage execution of plans.
- Oversee all safety and security protocols and ensure compliance with national, state, and local regulations.
- Manage staff and vendors to ensure safe and efficient set-up of facilities for daily gatherings and parish events; ensure that all users comply with the Facilities Use Agreement.
- Ensure care and management of parish furnishings and equipment; overseeing purchases and ensuring inventory records are up to date and securely stored.
- Ensure care and management of the Saint Barnabas Memorial Garden, including plot sales, interments, and care of the garden grounds.

## ADMINISTRATION

- Develop and administer protocols, processes, and expectations to ensure strong administrative support for parish initiatives and events.
- Oversee supplies and equipment purchasing and maintenance; manage relationships with vendors.

## HUMAN RESOURCES

- Administer Human Resources, including hiring, payroll, benefits, and terminations. Ensure compliance requirements for background checks and safety training are met by all Saint Barnabas staff members and volunteers.
- Serve as liaison and resource for staff members regarding benefits. Administer benefits provided through the national church. Serve as Rector's assistant in all HR matters.

## SECURITY & TECHNOLOGY

- Ensure the safety and security of campus buildings and equipment through physical equipment and outside vendors.
- Ensure that the technology infrastructure including internet, phone system, data storage, hardware, and the parish database are sufficient and dependable to support ongoing church operations. Manage upgrades and improvements within budgetary constraints.
- Ensure integrity, upkeep and safe storage of the parish database and records. Promote staff and congregational use of the database and mobile app.

## SUPERVISION:

The Director of Operations and Chief of Staff positions report to the Rector.

- Other members of the clergy staff, the program directors, and Director of Communications report to the Chief of Staff.
- The Parish Bookkeeper reports to the Treasurer and Assistant Treasurer (lay positions), performing all administrative tasks related to parish finances. The Parish Bookkeeper also reports to the Director of Operations as secondary manager (a 'dotted line relationship') to his/her position. The Parish Bookkeeper assists the DO by performing the financial operations related to the DO's responsibilities.
- Reporting to the DO position are members of the administrative support teams, comprised of the Rector's Administrative Assistant, Parish Secretary, Facilities Coordinator, and part-time Memorial Garden caretaker.
- Other part-time Saint Barnabas employees report to their respective direct supervisors while working in coordination and communication with the DO position.

## QUALIFICATIONS:

### *Leadership*

- Be a committed follower of faith who demonstrates spiritual maturity.
- Familiarity and comfort with our faith tradition.
- Be gifted in administration with a work history of meeting and solving a variety of challenges and problems.
- Possess good judgment, demonstrating wisdom and discernment in handling sensitive or confidential information.
- Display energy, tenacity, resilience, patience, self-restraint, and the sense of purpose required to anticipate and overcome the logistical, operational, and financial hurdles that can exist in a church environment.
- Be open to continual learning, exhibiting a teachable spirit, open to an abundance of feedback.
- Be an astute developer of resources and relationships within and outside the parish, utilizing those resources to help Saint Barnabas reach its goals.

### *Team Builder*

- Be an effective leader who creates a culture of collaboration and cultivation, a leader who actively inspires engagement and ownership of the mission: “If it is to be it is up to me.”
- Possess good interpersonal skills in relating to a variety of people and situations. Possess the ability to make room for people. The people are our work.
- Be appreciative of volunteers, recognizing their importance to the effective operation of the church. Developing volunteers (disciples) is the mission of Saint Barnabas. The goal is to give the mission of the church to the members/disciples.
- Be an active listener who can build consensus while maintaining the strength of convictions.

### *Organizational Skills*

- Have superior organizational skills, being able to handle multiple responsibilities simultaneously.
- Have strong implementation skills, being able to carry projects through to completion through the creation of action strategies and plans, and to manage or oversee the completion of those plans.

### *Communication Skills*

- Possess good written and oral communication skills. Clarity is among the most important resources needed. Communications from the DO position should provide clarity with respect to what is expected, who is responsible, and the decision-maker involved.
- Inspire ownership and responsibility in staff members. Inspire staff members to own their responsibilities, knowing they have authority for their responsibility areas and can make decisions.
- Be a self-starter who can work independently while always building teams and inspiring engagement and ownership, thus cultivating disciples.
- Possess a healthy sense of humor.

Please send your cover letter and resume to Dave McClintic at [dave@saintbarnabas.org](mailto:dave@saintbarnabas.org)

**Deadline: Friday April 14, 2023**