



Business Operations Manager

(Salaried, Exempt, Full-Time)

The Business Operations Manager provides senior-level administrative, operational, communications, facilities coordination, human resources, and financial administration support for the church. This role ensures that the daily operations of the church are well coordinated, confidential information is handled with care, ministry and governance processes are supported effectively, and staff, members, committees, and outside partners receive timely and accurate operational support.

Primary Purpose and Key Outcomes

- Ensure church operations, facilities scheduling, records, communications, and administrative systems function reliably and efficiently.
- Support staff, Session, committees, members, and ministry partners with accurate information, responsive coordination, and appropriate confidentiality.
- Maintain clear operational processes and financial administrative controls that support accountability, good stewardship, and effective governance.

Essential Functions

The following functions describe the general nature and level of work assigned to this position. They are not intended to be exhaustive; additional duties may be requested or assigned as ministry and operational needs evolve.

Financial Administration

- Provide financial administration support in coordination with the Treasurer, Finance Committee, and Senior Pastor, with appropriate separation of duties and review controls, including recording journal entries and publishing financial reports.
- Process invoices, accounts payable documentation, check requests, vendor records, W-9s, 1099 status, and annual 1099/1096 tax forms in Realm Financials.
- Maintain giving records, assist with giving inquiries, and prepare quarterly and year-end giving statements .
- Support stewardship administration by inputting pledges and assisting with campaign-related financial records as needed.
- Review coding of credit card charges, ensure proper documentation of charges, and record charges in accounting system.

- In coordination with the Treasurer and Finance Committee, monitor cash balances
- Assist with the annual audit or financial review by preparing requested documentation and responding to administrative follow-up.

Administrative / Operations

- Work with outside groups for scheduling use of the facility
- Maintain the church calendar
- Schedule church-related events, communicate room setup needs to the Facility Director, and coordinate related event logistics as assigned by the Head of Staff.
- Negotiate new/renewed contracts with appropriate vendors
- Maintain office equipment, supplies, and computers
- Maintain records/contracts for the church columbarium
- Receive and update church membership data in Realm (i.e. new members, membership transfers, updating current member information)
- Use and help implement "Pathways" in Realm for various tasks and checklists
- Maintain a roster of Deacons, Elders, and church committees
- Prepare and send the Session meeting packet each month
- Assist with the planning and implementation of the annual nomination/election/ordination/training of church officers
- Coordinate administrative needs for baptisms, funerals, weddings, and appropriate staff recognitions
- Facilitate group mailings and receive, review, and distribute incoming mail
- Manage the main church number
- Create agenda for staff meetings, send reminders, take notes as needed
- Coordinate with staff and clerk of session to tabulate responses to the Annual Clerk's Questionnaire and prepare the Annual Statistical Report to be submitted to Presbytery

Communication and Media

- Create and coordinate appropriate advertising, mailings, posters, banners, and other print publicity for the church
- Create printed worship bulletins and announcement slides
- Create/distribute the Weekly Sunday Morning Host sheet
- Create the "placeholder" for all livestream services on the church YouTube Channel and connect to the church website

Programs / Events

- Support programmatic and pastoral staff by managing event registrations, attendance, payments, and related administrative needs.
- Provide administrative support to programmatic and pastoral staff as needed for any classes/events
- Order supplies needed for groups, classes, and office functions

Human Resources

- Process all background checks for church staff/Process bi-weekly payroll for church staff in coordination with third party payroll vendor

- Coordinate onboarding for new church employees using appropriate checklists and ensuring IT permissions are requested and granted.
- Assist the Personnel committee to manage Board of Pensions benefits, including communicating offered benefits during Annual Enrollment; ensure payment and proper recording of monthly Board of Pensions invoice
- Maintain all Employee Files and PTO records
- Handle worker's compensation renewal, claims, and annual audit

Organizational Structure

Immediate Supervisor	Senior Pastor
Pertinent Subordinates	None
Co-workers with Similar Responsibilities	None

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Approved by Personnel Committee: