

Twin Falls Reformed Church

Job Description

Position: Operations Manager

Reports to: Lead Pastor

Updated: November 14, 2023

Measurable Criteria:

- Agreement with TFRC vision and values and the theology and practice of the Alliance of Reformed Churches
- Experience in Business Administration, office management, and Human Resources
- Strong written and oral communication
- Able to work on their own with little direction

Observable Qualifications:

- A personal walk of faith evidenced by growth in modeling Jesus Christ
- Teachable, with a desire to grow in your faith and abilities
- Self-Starter – Highly motivated
- A good role model
- Team player with effective relational skills (works well with others)

A. Area of Responsibility: Administration

1. Policy and Procedure compliance – this may require writing new policies, updating existing policies, and, or job descriptions
2. Oversees evaluations of all paid staff, in conjunction with lead pastor
3. May assist with coaching for staff and with decisions relating to staff changes, job descriptions and changes in definition of staff positions
4. Oversee the Director of Building and Grounds \ Maintenance \ Receptionist \ Janitorial
5. Work with pastors to manage church strategic plan and goals
6. Risk Management, liability insurance, and related property needs

B. Area of Responsibility: Ministry oversight

1. Assist staff with leadership team development
2. May assist with volunteer recruitment and scheduling
3. Establish/maintain key performance measures such as Sunday attendance, other ministry attendance, and Natural Church Development
4. May assist with some weekday program coordination

C. Area of Responsibility: Human Resources

1. Track staff vacation, sick leave, and other benefits
2. Coordinates staff insurance coverage including medical, dental, vision, and HSA or MSA accounts and life insurance
3. Staff on-boarding including background checks
4. Maintain personnel records
5. May assist and support pastors and staff in areas of personnel issues

D. Area of Responsibility: Operations

1. Keep property and liability insurance coverage updated
2. Work with TFRC Business Admin to ensure annual reports for the state are completed
3. Property Tax Exemption
4. May backup Business Admin (including payroll)during outage\ vacation or as needed
5. Other duties as assigned