

Director of Operations

Lakewood Methodist Church

Lakewood Methodist Church is seeking a highly organized, mission-driven, and collaborative leader to serve as our next **Director of Operations**. This role partners closely with the Senior Pastor to implement the church's mission and vision through strategic planning, operational leadership, staff management, and ministry support.

The ideal candidate is an experienced project manager, and servant leader who thrives in a dynamic ministry environment and is passionate about supporting the work of the church.

Position Summary

The Director of Operations advances the mission and vision of Lakewood Methodist Church by collaborating with the Senior Pastor to strategize, implement, and monitor ministry initiatives and church-wide projects. This position oversees operational processes, supports staff development, manages administrative workflows, and helps ensure excellence across church operations and ministries.

This role also serves as a key operational liaison for special projects such as Lent, Stewardship Campaigns, Advent programming, and other church initiatives.

Key Responsibilities

Staff & Operations Management

- Supervise front office, facilities, finance, and church life staff
- Coordinate workflows and improve operational efficiency across ministries
- Collaborate with pastoral and ministry staff to streamline processes
- Mentor and support direct reports through regular coaching and annual evaluations

Human Resources & Administrative Oversight

- Manage the church-wide annual evaluation process
- Maintain secure employee evaluation and job description records
- Assist with employee onboarding and orientation
- Support HR-related processes in partnership with SPRC leadership
- Track and support lay leadership nominations for administrative committees

Financial & Emergency Support

- Serve as backup support for financial operations when needed
- Assist with Sunday offerings, check processing, credit card reconciliation, and journal entries
- Provide third-tier emergency backup support related to facilities, HVAC, pastoral care, and scheduling

Strategic Leadership & Ministry Support

- Partner with the Senior Pastor to support and implement the mission and vision of the church
- Develop systems for tracking ministry initiatives, goals, and outcomes
- Monitor effectiveness of church initiatives and recommend process improvements

Special Projects Management

- Lead operational planning and execution for seasonal and strategic church initiatives
- Develop project timelines, deliverables, and accountability systems
- Assemble and coordinate cross-functional staff teams
- Facilitate meetings, track progress, and communicate updates to leadership
- Conduct post-project evaluations and lessons learned reviews

Preferred Skills & Experience

- Strong organizational, project management, and leadership skills
- Excellent written and verbal communication abilities
- Ability to manage multiple projects and deadlines simultaneously
- Experience supervising teams and improving operational processes
- Demonstrated problem-solving and critical-thinking abilities
- Ability to work collaboratively with staff, volunteers, and church leadership

Technical Skills

Ability to learn and utilize:

- Google Workspace/Google Teams
- Microsoft Outlook, Word, Excel, and PowerPoint
- Fellowship One
- Planning Center Online
- Subsplash
- SharePoint

Interested persons may submit their resume to john.stephenson@lakewoodmethodist.org, along with cover letter and references.