



<b>Job Title:</b>	Director of Operations	<b>Job Category:</b>	Exempt
<b>Location:</b>	Midway	<b>Travel Required:</b>	Limited
<b>Reports to:</b>	Lead Pastor	<b>Position Type:</b>	Full Time

**Job Summary:** The Director of Operations at New Life Midway reports to the Lead Pastor and is responsible for the overall leadership and direction of Midway’s mission and vision. The Director will oversee operations in the areas of Sunday morning services, facility needs, weeknight and special events, and community outreach.

**Job Duties:**

- Support the lead pastor in the accomplishment of the church’s mission and vision and overall direction of New Life Midway. Be an implementer of the vision.
- Oversee Midway’s Sunday church operations, ensuring a quality experience.
- Manage the Midway non-pastoral staff and ministry volunteer leaders/teams.
- Oversee ministry training to ensure that all levels of ministry operate with excellence. Develop ministry goals and regularly evaluate ministry effectiveness.
- Collaborate with the lead pastor on staffing and volunteer lead hires/decisions.
- Assist in development and implementation of congregant growth track.
- Support financial, budget, and fundraising operations.
- Direct facilities’ needs; establish a multi-year plan for development of new spaces, upkeep, renovations, and improvements. Coordinate building needs with Midway Leadership team.
- Assist in the development of outreach ministries for the community in areas such as sports, food pantry, prison ministry, etc.
- Assist in bringing New Life Centers programs to the Midway location/community.
- Establish and support events that are open to the community such as block parties, movie nights, worship nights, etc.
- Attend regular Midway staff meetings; facilitate regular meetings with your team.

**Skills/Qualifications:**

- A spiritually mature Christian in full agreement with New Life’s statement of faith; strong desire to serve Christ and His church.
- 5-10 years of ministry leadership experience in a large church setting.
- Demonstrated success managing projects.
- Excellent organizational, analytical, and communication skills.
- Demonstrated success at recruiting and leading volunteer teams.
- Proven track record of meeting and exceeding goals.
- Ability to meet deadlines and manage changing and competing priorities.
- Highly relational and able to manage people with different personalities, skill sets, and backgrounds. Outstanding leadership and interpersonal skills.
- Must be legally authorized to work in the United States.