

Director of Administration & Operations

Reports to: Lead Pastor

Status: Full-Time / Part-Time

Position Summary

The Director of Administration & Operations provides leadership and oversight for the administrative, operational, facility, safety, and accounts payable of Midland Evangelical Free Church. This position ensures that the church's facilities, resources, systems, and administrative processes are effectively managed so that pastors, staff, ministry leaders, and volunteers can faithfully carry out the mission of the church.

The Director serves as a key administrative partner to the Lead Pastor and church leadership, providing practical leadership, sound stewardship, organization, and problem-solving across a broad range of church operations.

Primary Responsibilities

Administration & Operations

- Provide leadership and oversight for the day-to-day administrative and operational needs of the church.
- Coordinate the church calendar, facility use, events, and operational resources.
- Develop and maintain effective administrative systems and procedures.
- Coordinate with pastors, ministry leaders, staff, volunteers, and outside service providers to support church ministries.
- Supervise and provide direction for assigned administrative, custodial, maintenance, and facilities personnel.
- Assist with staffing, scheduling, training, performance management, and team development as needed.

Facilities & Property

- Oversee the care, maintenance, cleanliness, security, and effective use of church buildings and grounds.
- Coordinate routine maintenance, repairs, inspections, service contracts, and outside contractors.
- Provide oversight of building systems, including HVAC, electrical, plumbing, grounds, and other major facility systems.
- Develop and maintain plans for facility improvements, maintenance needs, and capital projects.
- Help ensure that church facilities are safe, welcoming, functional, and prepared for ministry activities.

Financial & Resource Stewardship

- Assist in developing and managing the Operations and Facilities budgets.
- Provide oversight of operational expenses, purchases, invoices, and related financial processes.
- Help develop and monitor capital-project budgets and long-term facility needs.
- Exercise careful stewardship of church resources and seek cost-effective solutions.
- Work with church leadership and appropriate committees regarding major expenditures and capital projects.

Safety & Risk Management

- Coordinate required inspections, permits, insurance matters, and safety-related services.

- Maintain appropriate procedures for emergencies, building access, security, and facility use.
- Work with the Emergency Response Team and other church leaders to promote a safe environment for the congregation, staff, and guests.

Technology & Office Support

- Provide oversight of church office equipment, communication systems, technology resources, and related service contracts.
- Coordinate with technology/IT support to ensure staff have the equipment and systems necessary to perform their responsibilities.
- Oversee office supplies, equipment replacement, and general administrative resources.

Ministry Support

- Serve the pastors, staff, and ministry leaders by providing dependable administrative and operational support.
- Anticipate operational needs and proactively address problems before they interfere with ministry.
- Assist with special events, ministry initiatives, and church-wide projects.
- Develop positive working relationships with staff, volunteers, vendors, contractors, and church members.
- Perform other duties as assigned in support of the church's ministry.

Qualifications & Competencies

The ideal candidate will demonstrate:

- A personal and growing relationship with Jesus Christ and a commitment to the mission and values of Midland Evangelical Free Church.
- Strong organizational, administrative, and leadership abilities.
- Excellent communication and interpersonal skills.
- Ability to manage multiple responsibilities, projects, and deadlines.
- Strong problem-solving skills and sound judgment.
- Ability to supervise, train, and work effectively with staff and volunteers.
- Financial responsibility and a commitment to good stewardship.
- Ability to work collaboratively with pastors, staff, ministry leaders, volunteers, contractors, and vendors.
- Practical knowledge of facilities, maintenance, administration, technology, or related areas.
- Dependability, integrity, humility, initiative, and a servant-hearted approach to ministry.

Spiritual & Ministry Expectations

The Director of Administration & Operations is expected to support and uphold the church's Statement of Faith, mission, values, and policies and to conduct all responsibilities in a manner consistent with Christian character.

The Director should understand that administration and operations are ultimately a ministry of service. The goal is to provide the people, facilities, resources, and systems necessary for the church to fulfill its mission:

We Enjoy and glorify God, Embrace His Word, and Engage His world.
Led by the Spirit, everyone welcomes, plugs in, and reaches out.