



ALEXANDRIA PRESBYTERIAN CHURCH
STAFF POSITION DESCRIPTION

Title: Operations Manager

Context: Alexandria Presbyterian Church (APC) is a large and complex church, organization, and operation. APC continues to expand, and Lord willing, will continue to grow in the future. Salaried staff, ministries, building planning and use, and responsibilities continue to grow and become even more challenging to manage. The volunteer cadre has grown proportionately.

Summary: The Operations Manager maintains and coordinates day-to-day operations at all APC facilities and all facilities used by APC, including the primary point of contact (POC) and liaison for all contractors, custodial, and any rented property or facility. The Operations Manager maintains the church membership database and is the lead for ensuring the staff have the IT support and infrastructure needed to complete their roles and responsibilities (primary account holder for internet, phone, utilities, Costco, credit card, google workspace, Elexio database, water supply, printer, etc). Additionally, the Operations Manager supports various staff and ministries.

Ministry Focus:

I. Building Operations

A. Expected Outcomes:

1. Ensure that all day-to-day building operations flow smoothly.
2. Ensure timely monitoring of all equipment in the building.
3. Ensure a safe environment for all attendees at all APC facilities and all facilities used by APC.

B. Associated Tasks:

1. Ensure equipment is routinely monitored, to confirm it is functioning properly.
2. When required, deal with equipment malfunctions in all APC facilities and all facilities used by APC; troubleshoot malfunctions while finding a solution for them.
3. Oversee and ensure that all custodial duties are accomplished.
4. Program all entry codes for APC ministry leaders, staff, elders, and deacons.
5. Purchase needed equipment for APC.
6. Member of any Liaison Committees with owners of any rented property or facility.
7. Work with contractors as needed for maintenance and repair of the building.
8. Set up, oversee, and maintain the security system.
9. POC for the security system, which entails 24/7 availability for any alarms or problems with the security system.
10. Monitor the AED ministry coordinator's accomplishment of their role.
11. Program thermostat for non-normal activities going off of the calendar.

II. Church Database Management

A. Expected Outcomes:

1. Accurate data input.
2. Support coordinated with Elexio.
3. Provide guidance on connecting to database and app.
4. Provide training and support for staff and ministry leaders with reports and details available within the database.



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5. Online event sign-ups for numerous activities throughout the year.
6. Complete the yearly APC Statistical Report for the PCA, which includes all membership and financial information.

B. Associated Tasks:

1. Enter and update all visitor, regular attender, and member information.
2. Enter all new member information, upload pictures, obtain family information.
3. Enter births, baptisms, marriages, and deaths.
4. Enter class information.
5. Update system codes, funds, classes, CFG info, etc.
6. Submit support requests as needed to Elexio.
7. Create all online sign-ups and event payments.
8. Coordinate with website manager regarding integration of sign-ups to the website.
9. Gather and input all of the information for APC 's yearly statistical report for the PCA.
10. Resolve any discrepancies between the Clerk of Session reports and the database reports.

III. Other Duties

A. Expected Outcomes:

1. IT support.
2. Staff support.
3. Vehicle Support.
4. Special event safety.
5. Maintain contracts for office phones and machines.

B. Associated Tasks:

1. Provide first line of IT support – troubleshoot computer problems for staff, call for support technicians if needed.
2. Liaison between IT service provider and the APC staff.
3. Back up phone support, knowledge support, and moral support for staff, as needed.
4. Assist in training staff, as needed.
5. Review and approve Reimbursement requests for various staff.
6. Assist in obtaining and monitoring benefit packages for the employees of APC.
7. Assist in making sure all vehicles are inspected and registrations are current.
8. Keep a maintenance log for repairs to vehicles.
9. Contact police officer if needed for special event parking needs.
10. Coordinate with the deacons any needs for special event parking.
11. Yearly contact with service contract providers for phone/internet service.
12. Keep contacts updated regarding office machines. If needed, work with contacts to update office machines.

Expectations/Required Qualities:

- A. Exhibits passionate love for Christ that consistently reveals itself through Godly obedience, personal devotion, worship, and prayer life.
- B. Has a deep love for Christ's church and his people, and is a shepherd of God's people (John 10, Acts 20:28-31).



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- C. Must be a member of APC or be willing to become an APC member upon hiring.
- D. Must perform duties in the office regularly during normal work hours (Tuesday to Thursday 9am-4:30pm) and attend Sunday worship services regularly (remote work may be permitted but will be handled by exception and is not the norm for this position).
- E. Organized and able to prioritize multiple competing tasks following through to completion.
- F. Exhibits strong multi-task competency, administrative skills, and confidentiality skills.
- G. Able to be self motivated and self directed.
- H. Able to lift and carry ~40 pounds (reams of paper, boxes of supplies, etc)
- I. Communicates well with APC staff, other APC ministry leaders, and volunteers.
- J. Demonstrates a close working relationship with the Senior Pastor, EDM, Office Manager, and Elder for Administration.
- K. Develops and maintains good communication with all facilities owners and various contractors regarding building operations.

Accountability structure: This position reports to the Office Manager, if there is one on staff, or the EDM in the absence of an Office Manager, for all administrative and operational matters, and the Senior Pastor on pastoral issues.

Compensation: This position is part-time with anticipated 20 hours/week (including Sunday activities).