



## **Systems/Operations Director**

Ecclesia is a growing church plant of the Evangelical Covenant Church in Princeton, NJ. Our mission is to help people live a deep life with God (abiding) and for their lives to express God's deep love for the world (bearing fruit).

We started gathering publicly in April of 2019 and have seen people find life with Jesus, emotional health, community, and purpose.

We are seeking a part-time (*this position can be full-time with commitment to fund raise*) systems/operations lead to execute vision of the lead pastor, to help build and integrate church teams, and to implement practices for financial viability of church, stability and transparency.

The director will steward mission, vision, and culture of Ecclesia through a strong work ethic, producing excellent results, and identifying and empowering team leads and holding them accountable to agreed-upon results. Supervisory responsibilities include overseeing Ecclesia Kids lead, Hospitality Lead, Marketing/Communications lead, Setup/Teardown lead, and Community Outreach.

### **Weekly responsibilities:**

-Director will be fully responsible for coordination of teams/logistics for Sunday morning gathering and will ensure ministry leads are producing on agreed-upon results (8 hours weekly) and ensuring communication channels with whole church are updated

-Director will meet with lead pastor for vision, strategy, and culture-building (2 hours weekly) integrating seven systems of church function

1. Outreach System: We engage with people in our community and invite them into a relationship with Christ
2. Worship System: We plan, implement and evaluate the weekend services at our church
3. Connections System: We help people move from first time attenders to connected members at our church
4. Discipleship/Small Groups System: We move people into group life at our church in order to grow and become like Christ
5. Mission/Ministry System: We equip & empower people for significant ministry at our church
6. Stewardship System: We develop generous givers at our church
7. Leadership System: We develop leaders at all levels at our church

-Director will participate in all-team meeting preparing for upcoming Sunday morning/ministry events (2 hours weekly)

-Director will be present for Sunday worship gatherings and will be key point person for logistics (6-8 hours weekly); ensure attendance metrics are recorded and reported

### **Monthly Responsibilities:**

-ensure proper recording and reporting for financial expenditures (Expensify)

-coordinate appropriations delivered to East Coast Conference and Denomination

**Periodic Responsibilities:**

- twice a year 2-day staff retreat for purposes of culture building, discernment and vision
- coordinating logistics for once a year congregational retreat
- preaching as deemed necessary by lead pastor
- special projects/events

**Qualifications:**

- Experience and proven results in building teams.
- No formal ministry experience required but willingness to pursue growth in teaching, pastoral care, and discipleship is necessary.
- Extreme attention to details, bias towards action and execution.
- Demonstrates trustworthiness regarding sensitive pastoral information, donor information
- Proficient in Google cloud apps, Planning Center Apps, Expensify
- Adaptable, entrepreneurial, overcoming spirit. A willingness to build with servant leadership and creativity.

**Our Values:**

**Words Create Worlds-** The word of God is central, primary, and proclaimed on Sunday's and in lives of members of our community

**We Meet Jesus At The Table-** The table was where Jesus embodied the Kingdom of God and gives defining shape to our life as a people. We gather at the table for worship and we share life with one another and invite people to see the way of Jesus at the table.

**Reliance upon the Holy Spirit-** We seek to be not simply a church that prays but a church whose very lifeblood is the power and leading of God.

**Honesty For The Journey-** Intellectual, interpersonal, emotional, and theological thriving is the goal and honesty about where we

**Life With Jesus Is Cultivated-** the grace of Jesus is a gift completely and fully. But it is like we have been given a field, a field that will yield beauty and goodness for us, those around us, and the world. But we have to tend it. We do this in four primary areas (4 C's: contemplative, communal, congregational, and commission).

**Our Culture:**

**Sacred Pace-** We take time for abiding/delighting in Jesus, pursuing God's voice and will, and

**Priesthood of All Believers-** Every believer is called into full-time ministry

**Integrity In Leadership-** We don't exaggerate to make ourselves look better, we tell the truth, we speak clearly with compassion

**Leading Out of Marriage/Singleness-** Tending the closest relationships that God has given us is a well out of which the rest of our ministry flows.