

# GNG Staff Member Job Description

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## Operations Administrator

Reports to: Jeff/JD Lyle (Teaching Pastor)



**Purpose for this Position:** The Operations Administrator will contribute to the purpose of Good News Gathering by executing strategies agreed upon by the Leadership Team/Teaching Pastor. Additionally, this position provides oversight of multiple staff members/directors/ministry leaders, ensuring that they have what they need to be successful. This position will assist in executing major organizational initiatives, as well as overseeing important elements of GNG's structural and ministry functions. The person selected will be based solely on qualifications and fit to the team/position, as well as the future of GNG's overall ministry.

**RESPONSIBILITIES:** The following comprise the major responsibilities of the Operations Administrator. Review and adjustment of these responsibilities may occur. Additional duties, as assigned by the Leadership Team and Teaching Pastor, may be required.

### 1. PRIMARY OVERSIGHT OF GNG'S SUPPORT SERVICES DEPARTMENT

- **STAFF MANAGEMENT**

- Provide guidance and management of key performance indicators for GNG's current and future Operations Staff:
  - Administrative Assistant
  - Facilities Operations Director
  - Technical Director
- Provide guidance and management of additional ministry teams/volunteers in the Support Services Department:
  - Communication/Social Media/
  - Video/Graphics Creation
- Provide regular performance improvement evaluations and 4G Talks for staff members and Directors under his/her charge.
- Assist with the hiring/appointment process of staff members and Directors.

- **BRANDING/MARKETING OVERSIGHT:**

- Regularly supervise the creation of print and digital media (this includes GNG's Website, app, marketing, video production), and ensure compliance with GNG's branding and messaging strategies.

- **VOLUNTEER HR CREATION AND MANAGEMENT**

# GNG Staff Member Job Description

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- Oversee the creation of a Volunteer HR Ministry that will equip members of GNG to GIVE of themselves in service to God and others. This ministry will assist in this process by creating pathways to:
  - Invite GNG Family Members into a regular commitment to service.
  - Provide assistance and interviews with prospective volunteers in order to assist with their connection to service opportunities.
  - Provide entry level ministry training.
  - Follow up with prospective “GIVERS” to ensure connection with a ministry, or to try another one if necessary.
  
- **BUDGET MANAGEMENT**
  - Assist with keeping supervised leaders up to date on most recent financial information in order to facilitate wise financial decision-making.
  - Supervise budget creation for each department/ministry under his/her leadership, and assist with managing the budget creation process.
  - Ensure compliance, within supervised departments/ministries, to the approved annual budget, and GNG’s budgeting philosophy.
  - Create annual list of potential capital improvements that could be made in each supervised departmental area.
  
- **ADMINISTRATIVE/MISCELLANEOUS RESPONSIBILITIES**
  - Assist with the creation of an Annual GNG Master Calendar with input from Staff/Directors/Leadership Team.
  - Oversee the management and utilization of Planning Center as GNG’s preferred church database/scheduling/resource management software or a like system.
  - Attend and/or lead (as assigned) weekly staff meetings.
  - Assist with spiritual or personal conflict management.
  - Community Outreach involvement with GNG Family
  - Volunteer Service Based on gifting.

## 2. EXECUTION OF MAJOR GNG INITIATIVES

- **NEW MINISTRY DEVELOPMENT (AS REQUESTED BY LT)**
  - Oversees (or delegates oversight) of new ministry business plans.
  - Oversees the development and implementation of new ministry job descriptions and ministry ladders.
  
- **PROJECT MANAGEMENT AND EXECUTION**

# GNG Staff Member Job Description

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- Oversees and manages the execution of assigned special projects determined by the LT to be in the best interest of GNG.

## **WORK ENVIRONMENT:**

- This is a full-time, salaried position, operating at a minimum of 40-hours per week. Some evening and weekend availability will be required.
- Holidays and vacation time.
- This job operates in an office environment, and this role routinely uses standard office equipment such as computers, phones/fax, copiers, and filing cabinets, etc. This equipment, along with office space, will be provided by GNG.
- Specifics about work scheduling will be discussed with and approved by the Operations Administrator and/or Teaching Pastor.
- It is expected that the individual accepting this position will also serve in a volunteer capacity with GNG in various ways throughout the year (e.g. Free Sale, Haiti Mission, special event/Sunday morning service, external/outreach events, etc.).

## **REQUIREMENTS:**

- A committed relationship with Jesus Christ that includes: 1) a profession of faith in Christ, 2) admitting of one's own sin, 3) baptism, and 4) a commitment of his/her life to following Christ (including the consistent practice of ongoing spiritual disciplines).
- Agreement with, and a willingness to teach/lead in accordance with the GNG Statement of Faith.
- A passion for leading ministry leaders/Directors to effectively to become fully functioning followers of Christ. A team-player mindset with confidence, ability, and enthusiasm to provide leadership for ministry leaders and volunteers.
- The capacity for developing healthy and growing ministry programs.
- The individual suitable for this position should be proficient with the Microsoft Office Suite.
- Self-motivated leader with effective people management skills.
- Strong planning and organizational skills.
- Education in the fields of Administration, Leadership or Management would be helpful in this position.

## **COMMITMENT:**

- 90 Day (3 month) prior notice if you should decide to leave the position.

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I, \_\_\_\_\_, have read and agreed to this position description. I am signing to indicate that I meet the requirements of the position and I am willing to serve in this capacity.



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Signature of Staff Member

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Date

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Signature of Leader

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Date