

# Findlay Evangelical Free Church Family of Churches

## Bluffton Community

246 Cherry St., Bluffton



## Lighthouse Community

10055 W US Rt 224, Findlay



## Heatherwood Location

2515 Heatherwood Drive, Findlay



## OPERATIONS DIRECTOR

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### Hancock County, Ohio

The Findlay Evangelical Free Church (TFEFC) is a family of Bible-based churches committed to the Scriptures, the gospel of Jesus Christ, and kingdom collaboration. United around shared mission, vision, and values, we exist to glorify God by making disciples of Jesus Christ. It is our desire for God to use the combined strengths and resources of our member churches to reach more people for Christ in our city, county, region, and world.

While Hancock County is an affluent and attractive community, we estimate that over 50,000 people are living in spiritual blindness, separated from God and need an opportunity to respond to the gospel.

We pray and work hard to help...

- people make the genuine decision to follow Jesus as their Forgiver and Leader;
- believers take real steps of growth:
  - hear God through the bible, prayer, and other growing disciples
  - experience freedom from sin and freedom to live in alignment with God
  - grow in generosity with their resources
  - discover and use their spiritual gifts in real ministry
- disciples understand spiritual growth and get on mission with Jesus in sharing the gospel and making disciples;
- launch New Testament churches in and around Hancock County.

**Reporting to a TFEFC elder and in the service of this mission, the Operations Director will organize, coordinate, and oversee the administrative functions that facilitate the effective operation of member churches and their ministries.**

**An effective Operations Director will...**

- Consistently communicate the vision of TFEFC and how this role is integral to fruitful ministry;
- Work in partnership with the member churches, helping them to accomplish ministry;
- Develop a team of volunteers to discover and use their spiritual gifts in ministry;
- Anticipate needs and initiate ideas in advance on behalf of the family of churches;
- Pay careful attention to detail and ensure documents, processes, and communication are accurate and correct.

**KEY RESPONSIBILITIES**

The Operations Director will continually look for ways to improve and implement processes to ensure member churches are operating efficiently, effectively, and within agreed standard operating procedures. This includes various tasks, such as: evaluating current processes to identify and minimize redundancies, establishing best practices, standardization, and training for member churches in a wide array of processes, developing and facilitate process for employee on-boarding, training, and off-boarding, overseeing processing of payroll, accounts

payable, accounts receivable, asset management, and account reconciliation, and maintaining, updating, and reporting on budgets.

Specific skills and competencies to succeed will include:

- Business acumen with experience in computer systems and accounting practices.
- Proven experience analyzing processes and implementing improvements.
- Must be organized, detail-oriented, and able to provide feedback effectively.
- Show initiative and be able to work without regular supervision or direction.
- Exhibit the ability to cooperate with, relate amicably to, and effectively work with a broad spectrum of personalities.
- Certified Notary Public is beneficial.
- Be willing to work well with church staff, volunteers, and congregation and respect the authority of Biblical church leadership.
- Must look at this position as both a job (responsibility) and as a ministry (service).

The Operations Director will be a key team member necessary to our vision for the gospel in Hancock County and beyond.