

***Interested and qualified candidates should submit their RESUME, COVER LETTER to [PASTORLAVARIN@firstcalvary.org](mailto:PASTORLAVARIN@firstcalvary.org).***

**First Calvary Baptist Church Vision:**

*Our vision is to be a light in the city, innovatively reaching people for Christ, passionately connecting people to community, and biblically growing people to influence culture (Matthew 5:14,16).*

**FOR OUR CHRIST, IN OUR CITY, THROUGH OUR CHURCH.**

Our Vision is central to who we are at First Calvary. Everything we do arises from our sense of purpose and vision. To accomplish our vision, we take seriously those who are called to be a part of our team. We look for G.I.V.E.R.S., those with a Growth Mindset, Innovative, Volunteer Oriented, Excellent, Relational, and Servant Leaders. *We will never sacrifice our culture no matter how*

**Position Title:   *Church Operations Manager***

**About the Position:**

The Church Operations Manager is the administrative heartbeat of First Calvary Baptist Church and serves as the primary point of contact for members, visitors, ministry leaders, staff, and external partners. As the face of the Office of the Senior Pastor, this person must embody excellence, hospitality, professionalism, and spiritual maturity. This role oversees daily office operations, supervises operational staff (Custodians, Facility Manager, office/church volunteers, etc.), and ensures that internal systems, communication, and culture reflect First Calvary's mission. The Church Operations Manager is a part of the Pastor's executive team, collaborating with staff and volunteers, ensuring the church operates smoothly, efficiently and with a spirit of excellence. This role reports to the Senior Pastor.

**Primary Responsibilities**

**Office Management – Creating a Culture of Excellence**

- Serve as a culture ambassador, fostering a joyful, excellent, welcoming, and spiritually grounded office environment.
- Manage the Senior Pastor's calendar, including scheduling appointments, ministry engagements, meetings, and travel (for Pastor and guests).
- Create, maintain, and execute systems of correspondence: birthday cards, visitor follow-up, baptism instructions, new member welcome letters, pastoral invitations, and ministry communication.
- Serve as the weekday voice of the church, handling calls, messages, inquiries, and routing information appropriately.
- Maintain office documentation, records, databases, files, and administrative systems.
- Ensure all communication and mail are prepared, processed, and delivered in a timely and professional manner.
- Other office duties as assigned.

**Operational Leadership – Serving with Excellence**

- Supervise and support all operational staff: Custodians, Facility Manager, and office volunteers.
- Manage daily and weekly operations of the Church Office to ensure effectiveness, efficiency, and alignment with FCBC culture.
- Collaborate with the Trustee Operations & Maintenance Committee regarding facility usage, scheduling, rentals, and maintenance needs.
- Build and lead a team of office volunteers to enhance administrative capacity.

**Congregational Support – Caring with Excellence**

- Serve as the public-facing representative of the Pastor's Office during the week, assisting members and guests with warmth, clarity, and hospitality.
- Provide administrative support for pastoral care processes, funerals, weddings, crisis communication, and other member needs.
- Engage meaningfully in the life of the church, learning the congregation's rhythms, culture, and ministry needs.

**Schedule:**

- Monday – Thursday; and varied evenings. ***Preferably Sundays, but opportunity to explore other options.*** If applicant cannot work Sundays, they will need to work Monday – Friday.

## **Qualifications**

- Bachelor's degree required (Business Administration, Communications, Organizational Leadership, or related field preferred; significant experience may substitute).
- Minimum 3–5 years of professional experience in office management, operations, executive administration, customer service leadership, or related roles.
- Demonstrated ability to lead an office environment with professionalism, warmth, and high emotional intelligence.
- Proven experience supervising and developing staff or volunteers, including scheduling, accountability, and performance conversations.
- Proficiency in Microsoft Suite
- Strong ability to manage competing priorities, adapt quickly, anticipate needs, and operate effectively in a fast-paced environment.
- Exceptional written and verbal communication skills, with the ability to represent the Senior Pastor's Office with clarity and grace.
- Highly proficient with administrative systems, databases, digital communication tools, and office technology (experience with church management software is a plus).
- Demonstrated commitment to excellence, confidentiality, integrity, and problem-solving.
- A spiritually mature Christian, committed to modeling Christlike character and supporting the ministry and mission of First Calvary Baptist Church.
- Ability to relate to a diverse, multigenerational congregation with hospitality, patience, and professionalism.
- Ability to work independently and collaboratively, showing initiative and sound judgment.

## **Benefits:**

- Health Insurance
- Retirement Contribution
- Dental Insurance
- Paid Time Off

**Work Environment** • Mostly office • Some off-site work

**Physical Requirements** • Sitting at a desk (regularly) • Standing (regularly) • Stairs (regularly) • Walking (frequently) • Typing – computer keyboard • Telephone – receive and dial calls • Speaking (regularly) • Hearing (regularly) • Seeing (regularly) • Lifting (up to 25 pounds)