



## GRACE COMMONS CHURCH OF BOULDER Job Description

**JOB TITLE:** *Director of Finance and Operations (Church Administrator)—this is a full-time exempt position.*

**REPORTS TO:** Pastor-Head of Staff

**SALARY RANGE:** \$125,000 to \$145,000 Annually

**BENEFITS:** Fully paid Medical Coverage  
Optional Coverage, such as Dental, Vision and AD&D  
Paid Sick Leave  
Paid Vacation  
12 Paid Holidays per year  
Life Insurance  
Long-Term Disability Insurance  
403b Retirement Plan

**SUPERVISES:** Business Office staff, including accounting, third party contractors, facilities staff and other administrative support staff as assigned

**MINISTRY DEPARTMENT:** *Business and Operations*

**POSITION RATIONALE:** Grace Commons Church seeks to orient our lives and our church to be for Boulder, with love. As such, the church strives to honor the call of Jesus Christ to follow him personally and in community through worship, programmatic ministry, and missions. The Church Administrator provides administrative oversight for the day-to-day operation of the church, including providing leadership to and supervision of support staff, and providing overall direction to the church's facility, legal, financial and business affairs. The Church Administrator is a vital contributor to Grace Commons' mission through careful and faithful stewardship of the resources provided to the church to do God's work and through the development and implementation of necessary policies, processes, systems, education and infrastructure to support and sustain the church's mission.

**Guiding Verse:** *A faithful and wise manager cares for those in their charge fairly and faithfully, giving them their portion at the right time (Luke 12:48).*

### GENERAL REQUIREMENTS/PREREQUISITES

- Mature and vibrant faith in Jesus Christ
- Affirmation of and adherence to the essential tenets of the Evangelical Covenant Order of Presbyterians
- Unity and alignment with Pastor-Head of Staff
- Belief and practice that administration is a ministry designed to support the mission of the church
- Personal characteristics of integrity, vision, discernment, compassion, diplomacy and humor

- An undergraduate or advanced degree with a strong background in business or administration, including:
  - Minimum of five years' experience in one or more (preferably multiple) areas within the purview of this position (finance and accounting, human resources, business administration, facilities management)
  - Relevant experience with financial management for churches and/or not-for-profit organizations
  - Leadership and supervisory experience in a multi-level staff organization
  - Experience with management and vendor contracts
  - Strong organization, communication (oral and written) and computer skills
- Ability to maintain confidentiality when managing human resources and financial information

### **Objectives of the Position:**

1. **Ensure Efficient Operational Management**  
Develop and implement effective policies, systems and processes that streamline the church's daily operations, allowing ministry leaders and staff to focus on their core values. The objective is to create an environment of organizational excellence that supports the church's mission.
2. **Maintain Financial Health and Integrity**  
Oversee the church's financial management, ensuring that all budgeting, accounting and financial reporting processes are transparent, accurate and compliant with nonprofit regulations. The goal is to maintain financial stability, optimize resource allocation and promote good stewardship within the church community.
3. **Support Staff and Volunteer Growth**  
Serve as a resource for church staff, providing guidance in areas of human resources and organizational development. This includes handling recruitment, training, performance evaluations and fostering an environment of continuous growth and collaboration for all staff and volunteers.
4. **Enhance Facility Management**  
Ensure that Grace Commons Church's physical property is well-maintained, safe and functional. This includes overseeing facilities scheduling, maintenance and vendor management. The goal is to create a welcoming and effective space for worship, ministry and community events.
5. **Maintain Legal and Regulatory Compliance**  
Ensure that the church operates in full compliance with local, state and federal regulations. This includes maintaining up-to-date knowledge of nonprofit governance laws, tax requirements and employment laws to protect the church's integrity and reputation.
6. **Foster Communication and Engagement**  
Oversee the church's communication strategy, ensuring that information flows smoothly between church leadership, staff, volunteers and the congregation. The objective is to enhance engagement and participation in church activities, as well as maintain a strong online presence that supports ministry goals.
7. **Support Ministry Teams and Special Projects**  
Assist ministry leaders by providing organizational and logistical support for special events, programs and projects. This will help ensure that all ministries are well-equipped to carry out their missions effectively and efficiently.
8. **Contribute to Church Growth and Strategic Vision**  
Work collaboratively with the Pastor-Head of Staff and church leadership to support the church's long-term vision. The goal is to contribute to the strategic planning process and help align the church's operational systems with its ministry and growth goals.

## **UNIQUE MINISTRY RESPONSIBILITIES/ACCOUNTABILITIES**

The following areas fall under the purview of this position:

### **FINANCE**

- Oversee all financial management, accounting personnel, systems, and ensure adherence to fiscal controls and procedures along with following established accounting and reporting priorities.
- Provide reports and financial analysis requested by Session, standing committees, or the Pastor-Head of Staff for the preparation of the annual budget, to assist with the annual giving campaign, or to assist with any special campaign.
- Work with the Finance Committee to develop and execute a budget that effectively prioritizes the church's mission and vision. In conjunction with the Finance committee, communicate budget and financial information to the congregation.
- Donor Restricted Account Management
- Procurement and Accounts Payable—including reviewing external contracts and service agreements.
- Banking and Investment Account Management
- Maintain financial contribution records, provide periodic statements and prepare other contribution correspondence.
- Assist covenant partners with their contribution records.
- Work collaboratively with our audit firm to complete the annual audit.

### **HUMAN RESOURCES**

- Work with the Pastor-Head of Staff to build solid staff and volunteer relations by:
  - developing written personnel policies and procedures, including appropriate screening and background checks for staff and volunteers
  - developing and maintaining employee job descriptions
  - participating in hiring of staff members, including staff onboarding
  - evaluating staffing structure and proposing adjustments as the need arises
  - working with church leadership to implement and communicate information about the church's performance evaluation process, ensuring that evaluations are completed as scheduled
  - conducting annual performance evaluations for direct reports
  - conducting exit interviews for departing staff members
  - working to resolve conflicts that arise within the church workplace, utilizing the conflict resolution steps adopted by leadership
- Oversee the work of accounting, facilities and administrative support staff members by encouraging teamwork and mutual support, and providing leadership.
- Ensure that accounting, facilities and administrative support staff personnel receive and maintain training that is pertinent to their areas of responsibility.
- Establish and maintain accurate, complete and up-to-date personnel files in compliance with state and federal employment law.
- Work with the Session and Pastor-Head of Staff to implement personnel policies and procedures of the church.
- Oversee the HR administration including payroll and employee benefits.
- Ensure employee/staff development is a priority

## **BUSINESS ADMINISTRATION**

- Work with the Trustees, Session and other appropriate committees, officers and leaders in carrying out the business affairs of the church, including:
  - Interfacing with covenant partners, visitors and community partners to provide timely and relevant information to meet their needs.
  - Works with Session and Trustees to monitor church bylaws, policies, procedures, manuals, instructions, guidelines and forms (including establishing appropriate approval authority) with the purpose of keeping them updated and pertinent to the vision of the church and its business administration.
  - Keeping abreast of business licensing and non-profit compliance regulations and requirements.
  - Negotiating and authorizing contracts and service agreements, as directed by Trustees.
  - Vendor management for HR, Payroll, Financial systems, IT support, Insurance and third party accounting and audit.
  - Oversees insurance, liability and legal affairs.
  - Development, maintenance and communication of church-wide policies and procedures.
  - Maintain central repository for all church documents, BVP contracts, files, etc

## **FACILITIES**

- Oversees the usage of church facilities by other church groups, civic organizations, and associational events, and Grace Commons' covenant partners, assuring the usage policies are agreed to, and that preparation and clean up are properly carried out.
- Oversees Facilities Management and physical church asset management
- Support custodial staff and volunteers to ensure the church campus and all church facilities are well-kept and in good repair and any grounds related equipment is maintained
- Provide a system for overall church maintenance, including but not limited to emergency maintenance, routine maintenance, and periodic renovations, and required inspections, all in concert with appropriate church leadership and/or committees.

## **COMMITTEES**

This position also works with and provides support to the following committees:

- Session
  - Stewardship Committee
- Board of Trustees
  - Finance Committee
- Grace Commons Foundation

## **CORE COMPETENCIES:**

- **Attention to Detail:** Consistently attend to the many small pieces which must be assembled into an organized whole; follow up on or resolve missing or out of balance items; organize and maintain information and details well.
- **Compassion and Care:** Exude a natural sense of care for the well-being of others; respond with empathy to the life circumstances of others; handle confidential matters appropriately.
- **Ethics and Values:** Honor the core values and beliefs of the church; consistently embody appropriate behavioral choices in both stressful and non-stressful situations; practice the behaviors and advocate to others.

- OTHER SKILLS/ABILITIES UNIQUELY REQUIRED TO SUCCESSFULLY LEAD THIS MINISTRY:**

- CHURCH-WIDE RESPONSIBILITIES/ACCOUNTABILITIES:**

- Reviewed by **Employee:** \_\_\_\_\_ **Supervisor** \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature* *Signature*

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.