

Director of Operations & Ministry

Campus: Friends Church/Tustin Campus

Ministry Scope: Full time, non-exempt

Compensation: \$30.00 - \$32.00 an hour

Reports to: Tustin Campus Pastor

About Friends Church

Friends Church is a vibrant, multi-campus community committed to building a community of authentic Christ-followers, compelled to change our world. Our Tustin campus is the newest of Friends Church 7 campuses. We're dedicated to creating environments where lives are transformed, purpose is discovered, and the next generation is equipped to lead.

Position Summary

Do you have a heart to build and cultivate a healthy church culture, develop life-changing ministries, and create systems that fuel growth? If so, Friends Church invites you to support a thriving ministry that's shaping the future of the church and our community.

What You'll Do

As the Director of Operations and Ministry, you will:

Execute Vision and Strategy

- Partner with the Lead Pastor and leadership team to help the church live out its mission, vision, and values to impact both individuals and communities with the good news of Jesus.
- Be an active presence in both the church and city of Tustin, fostering meaningful relationships and connections.

Manage Campus Operations

- Manage day to day operations of the campus, overseeing projects, systems, budgets, and calendars to ensure smooth and effective ministry.
- Work closely with the Lead Pastor, staff and volunteers to foster a culture of excellence and collaboration.

Empower Volunteers

- Cultivate a culture of joy, warmth, and service that mirrors the love and values of God's kingdom.
- Equip and support volunteer leaders and teams to live out their gifts and calling with confidence.
- Build systems and pathways that attract, equip, and empower volunteers to thrive spiritually as they serve.

Oversee Communications & Events

- Direct all campus communications, creatively telling the story of Friends Tustin through various platforms.
- Contribute to planning and executing events that engage both the church and broader Tustin community.

Guide Groups & Discipleship

- Oversee group ministries (Life Groups, Alpha, Rooted, etc.) to create opportunities for people to grow spiritually and experience authentic, supportive relationships.
- Equip group leaders, create engaging content, and implement systems that ensure a dynamic groups ministry.

What We're Looking For

- ***Spiritual Maturity:*** A strong personal relationship with Jesus Christ, adherence to Friends Church Statement of Faith, Core Values, and a clear calling with a passion for discipleship.
- ***Ministry Experience:*** 3–5 years ministry experience or equivalent combination of education and experience, with demonstrated success in organization and leadership development.
- ***Core Competencies:*** Activator, executor, designer, change manager, team builder, equipper, detail oriented, interpersonal effectiveness, committed to excellence, collaborative, strategic decisionmaker, winsome in relationships.
- ***Strategic Vision:*** Skills in program development, event planning, budget management,

and team leadership, with the ability to set and achieve measurable ministry goals.

- **Educational Foundation:** Bachelor's degree in theology, ministry, or related field, with commitment to obtain commissioning through Friends Southwest (FSW).
 - **Heart for Friends Church:** Active membership at Friends Church with full alignment to our mission, values, and ministry approach, including participation in church-wide initiatives.
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Join Our Team

At Friends Church, you'll have the incredible opportunity to shape the spiritual formation of young adults during some of the most influential years of their lives. You'll work with a supportive team that values innovation, authentic relationships, and measurable impact. We offer:

- **Comprehensive Benefits:** Retirement plan with employer match, parental leave, professional development allowance, and generous holiday and sick pay.
 - **Professional Growth:** Opportunities for advancement within a multi-campus church environment, conference attendance, continuing education support, and commissioning assistance through FSW.
 - **Collaborative Team:** Work alongside passionate staff and volunteers.
 - **Pastoral Opportunities:** If commissioned, opportunities to perform weddings, baptisms, and funerals, expanding your pastoral ministry experience.
 - **Ministry Impact:** Lead a ministry with clear goals and metrics for success, including Life Group participation rates and connection to broader church community.
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Ready to Shape the Future?

If you're ready to invest in the Tustin Community and help people to become a community of Christ-followers to discover their calling to change the world, we invite you to apply and join our mission.

[Apply today](#) and help us build the church of tomorrow.

Friends Church is committed to building diverse communities that reflect the kingdom of God. We encourage applications from candidates of all backgrounds who share our mission and values.