

Job Description Snapshot – Operations Pastor/Director

Denomination: Southern Baptist Church

Weekly Attendance: 1200

Location: Hixson, Tennessee

The Role: The Operations Pastor/Director is an extension of the leadership, development, administration, and care of Dallas Bay Church. He will be responsible for creating and executing an operation plan that ensures Dallas Bay Church fulfills the vision to Discover God, Become Family, and Care for People.

Meet Dallas Bay Church:

The Operations Pastor/Director will:

- Coordinate campus tasks, projects, and events.
- Lead volunteers to assist with ministry events and special projects while helping other teams accomplish their goals.
- Provide Leadership and Supervision to staff assigned to him.
- Development of a formal “facilities program” that ensures the timely completion of both preventative and corrective maintenance on all church equipment, facilities and grounds.
- Provide significant insight to vision casting and goal setting for key areas of DBC.
- Provide information on the well-being of the facility and other foreseeable maintenance/adjustments.

- Ensure all business operations of the church are in line with DBC's Constitution and By-Laws.
- Oversee the development and execution of the church's budget and financial plan.
- Oversee the Facilities Director to ensure facility is maintained and organized effectively.
- Recruit and oversee contractor(s) and/or volunteers needed to properly maintain and expand church facilities and operational infrastructure.
- Function as a member of the pastoral staff, performing baptism services, weddings, funerals, etc. as requested.
- Assist the Lead Pastor as needed.



What you bring:

Education and Experience:

B.A. or four to ten years' related experience and/or training; or equivalent combination of education and experience. Possession of a business, finance, or a related degree is required (extensive ministry/business experience, in some cases, can be substituted). Experience with a budget and financial reporting is necessary. The successful individual will be a strong leader with a solid work ethic, and will possess a clear call to ministry with the ability to lead and develop staff and volunteers.

Helpful but not required:

- Experience with construction, property acquisition, loans
- Possess a seminary degree

Personal Characteristics:

- Loves God and cares about making disciples though related environments.
- Is exceptionally organized with an operational and administrative mind.
- Is an influential leader who can lead through others.
- Has an ability to create and manage strategic plans.
- Has an eye for detail but also has the capacity to see the larger vision.



What it's like to live in Hixson, Tennessee:

Neighboring the beautiful scenic city of Chattanooga, Hixson is the perfect combination of both peaceful small town and centralized location. Because it's set in the rolling foothills of East Tennessee, Hixson is brimming with outdoor adventures like kayaking, fishing, biking and hiking. Plenty of activities for all ages and premier schools make Hixson a perfect place for growing families. Top that off with a friendly and welcoming community, Hixson will quickly become home to anyone that resides here.

Life at Dallas Bay Church:

*At Dallas Bay Church, we seek to constantly be a reflection of our mission statement of **Discovering God, Becoming Family, and Caring for People**. With a multigenerational congregation, Dallas Bay reaches a wide range of people in our community. With keeping in that mindset of outreach, we seek to connect with those who are far from God, while pointing those already believing in Him towards a deeper and more meaningful relationship with Christ. This marrying of both evangelism and discipleship is what makes us Dallas Bay Church. Our heart is that by connecting people in our church with small groups, worship services, and opportunities for servanthood those people would then lead others to Christ.*