

FRIENDSCHURCH

AMIGOS MINISTRY OPERATIONS MANAGER FULL TIME

JOB PURPOSE

To serve the church by leading in the development, coordination, and administration of effective ministry operations, to implement the mission and vision of Amigos and assure the alignment of the staff and volunteers.

ESSENTIAL FUNCTIONS

Some of the primary duties include but are not limited to:

STRATEGIC PLANNING

- Work with the Amigos Lead Pastor and the Associate Pastors to develop strategies that carry out the mission of the church, including the establishment of goals, milestones of progress, and key benchmarks of performance.
- Ensure mission, values, and strategies are communicated to leadership and the church body.
- Meet regularly with ministry leaders to support, encourage, develop, and guide the implementation of ministry plans, the development of volunteers, and management of the challenges that arise in ministry.
- Along with the Amigos Lead Pastor and Associate Pastor, serve as a liaison between Amigos Campus and Friends Church.

OPERATIONS

- In conjunction with the Lead Pastor, manage the use of facilities, plan an appropriate budget, delegate tasks, and evaluate progress regularly.
- Development and implementation of policies and procedures that guide operating practices for the Amigos Ministry.
- Oversight of administrative and operational aspects of the overall Amigos Ministry.

WEEKEND AND MIDWEEK SERVICES

- Oversight of the operational aspects of the weekend and midweek services, including all service volunteers.
- Work with key ministry leaders to schedule volunteers and provide them with the necessary support and resources.
- Oversee guest services leader and guest assimilation process. This includes connection calls with new weekend attenders and directing staff and lay leaders on any follow up needs that are required from guests and regular attenders

VOLUNTEER DEVELOPMENT

- Enlist, equip and encourage all volunteers for participation in ministry.
 - ENLIST – Assisting congregation members in identifying potential areas of service, conducting proper screening procedures, placement, and orientation in ministry.
 - EQUIP – Provide ongoing training and development opportunities for all ministry volunteers.
 - ENCOURAGE – Provide ongoing encouragement to volunteers and coordinate specific times for appreciation of volunteers.

EVENTS

- Leadership of special events, ensuring communication and setup within Friends Church channels.
- Leadership of outreach events on the church property and in the community.
- Leadership of community service projects.

OTHER PRIMARY DUTIES:

- Partner with Missions Director to establish community impact strategies and opportunities at Amigos.
- Participate in *Rooted* once per year, and other all-church Group Life series as requested
- Attend and participate in all staff Friends Church events, programs, and training.
- Cooperate with Supervision by performing appropriate related duties when assigned or instructed

QUALIFICATIONS

SPIRITUAL: Must have a personal relationship with Jesus Christ and must have a heart for ministry. Must hold to the Statement of Faith, Position Statements, Mission Statement, Core Values and Ministry Values of Yorba Linda Friends Church as well as practice the Biblical Spiritual Disciplines. Those that serve God on the staff at Yorba Linda Friends Church are expected to set a high standard of personal conduct and lifestyle. It is required that all staff members are members of Yorba Linda Friends Church.

EXPERIENCE, EDUCATION AND LICENSURE: A Bachelor's Degree in related field and a minimum five (5) years experience in ministry; or equivalent combination of education and experience.

KNOWLEDGE AND SKILLS

SKILLS: Must be bilingual and bicultural. Must speak and write both English and Spanish fluently. Excellent interpersonal, verbal/written communication skills and mathematical skills. Must be proficient in the Microsoft Suite of products. Must be a self-starter. Must be confidential, flexible, accurate and have good follow-up skills. Must be well organized and have strong management skills. Must have skills and passion for teaching, training, equipping, and discipling others.

ABILITY: Ability to understand, teach and live out Biblical truths. Ability to comprehend written and oral information and to express written and oral information with clarity (in both English and Spanish). Ability to identify problems, and exhibit both inductive and mathematical reasoning. Ability to travel. Ability to work nights, weekends, and holidays, and flexible hours and duties, as requested.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is frequently required to use hands to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds

WORK ENVIRONMENT: *Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.