

**OPERATIONS MANAGER POSITION: [FIRST PRESBYTERIAN CHURCH](#)**  
**[Missoula, Montana](#) ([Glacier Presbytery](#), [PCUSA](#))**

Known in this western Montana college mountain town for the fly-fishing family Maclean of *A River Runs Through It*, First Presbyterian Church of Missoula is today a growing, Christ-centered community of children, youth and adults called *to surprise Missoula with Christ's astonishing love*. That means sinking our roots deep in the grace and truth of Jesus, growing together in the joy of authentic relationships, and bearing tangible witness to our hope by showing up to serve our city.

A few recent highlights from our congregational life: adding 37 new members in the last three years, with more now taking this step of discipleship; placing 150 persons in 15 'Roots' small groups that share life around the good news of Jesus; pursuing trusting relationships across political difference during a time of damaging polarization; sending an intergenerational team of 44 to build homes for unsheltered families in Juarez, Mexico; becoming soul-deep community for a growing group of young adults and families with young children sharing celebration dinners and opportunities for intergenerational spiritual life; providing significant leadership to Missoula churches in our multi-pronged care for unhoused families, and stepping forward to provide emergency overnight warming space for our unhoused neighbors during dangerous cold snaps.

**Operations Manager Position**

We are seeking someone who has a love for Jesus Christ; a growing, imperfect faith; and a passion for the life and mission of Christ's church, to answer God's call to serve as FPC's Manager of Operations – coming to invest not only his/her skills but his/her life in our congregation.

Our hope is that a person holding this position will serve our church with excellence, energy, loyalty, hospitality and heart as a committed administrator and steward of all things finance, facilities, personnel, grounds, and office; that, in the Lord's service, he/she will honor and care for this congregation and its larger mission. Supports, through duties and responsibilities, FPC's Pastor(s), Stewarding Ministry Team elders, program staff, and other church volunteers.

This is a fulltime, salaried position, \$50,000 - \$56,000 DOE. Benefits include health insurance, optional dental coverage, a flexible spending account, paid time off accrual (up to 18 days/year – more days/year after years three & five), opportunities for continuing education, emergency medical leave accrual, paid time off for designated holidays, and optional participation in a 403b retirement savings plan. This position is exempt from overtime and hourly reporting of time.

**Essential Duties and Responsibilities:**

- Assist FPC's Session (Board of Directors) by leading the church in planning, conducting, and evaluating a comprehensive plan of business operations including overall direction for property, financial, human-resource, and office affairs, as well as supervision of staff and volunteers involved in this ministry.
- Coordinate the preparation of the annual budget.
- Maintain a financial records system for the church and direct its operations; direct the receipt, recording, acknowledgment, deposit and expenditure of all church funds (with our accounting firm); exercise expense control and reduction; provide monthly financial reports; participate as staff support for the Stewarding Ministry Team of Session.
- Develop expert knowledge of QuickBooks to perform analysis, audit transactions, identify emerging issues, and insure timely and accurate transactions.
- Engage and cooperate with independent auditors in their examination of the church financial records.
- Work with accountant with all phases of monthly payroll (includes changes, W-2's, 1099's).

- Assist the Pastor(s) in administering all facets of the operation of the church; identify administrative needs and develop appropriate recommendations/solutions; implement operating policies.
- Give direction to the weekday operation of the church office; supervise financial, secretarial, facility, custodial, contract and volunteer workers assigned to this function; assist in the recruiting of volunteers to assist these functions. Analyze procedures and workflow of church administrative support/program; recommend improvements.
- Assist the Pastor in providing administrative support for personnel activities. Administer the church compensation and employee benefits plan. Recruit, screen and recommend candidates for support staff positions under the direction of the Pastor. Initiate, maintain, and update secure employee personnel files.
- Direct a comprehensive plan of facilities and grounds maintenance, housekeeping, and capital improvement.
- Manage the lease and act as liaison with Missoula Community School.
- Act as the safety and security officer of the church; maintain adequate security monitoring services for the church (including on-call time for fire/alarm issues); review the insurance requirements of the church and ensure appropriate coverage is in force.
- Assist the Clerk of Session in maintaining and safeguarding the official records of the church including, but not limited to, the minutes of Session and congregational meetings, membership rolls, and annual statistical reports.
- Manage services such as computer and office equipment maintenance and repair, supplies purchasing, mailing, and filing.
- Interpret and apply laws, rules, and regulations applicable to the church organization.
- Coordinate church database software to track, communicate with, and care for the congregation.
- Prioritize and achieve goals/objectives as set forth in the performance/evaluation process.
- Oversee the planning, implementation, and ongoing management of technology systems supporting all church operations
- Perform other duties as assigned by the Pastor or Stewarding Ministry Team

#### Supervisory Responsibilities:

Directly supervises staff and contracted service workers responsible for secretarial support, data entry, maintenance, custodial and setup functions (e.g., the Church Secretary and Facility Manager). Carries out supervisory responsibilities in accordance with FPC's policies and applicable laws. Responsibilities include interviewing, hiring, and training support staff positions; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Ensures that all church employees meet employment requirements and documentation, and coordinates the business/personnel functions that support them.

#### Competencies:

To perform the job successfully, an individual should demonstrate the following:

- Customer Service-- Aims for nothing less than excellence in work for the staff, Session and congregation. Manages difficult or emotional congregational situations with diplomacy.
- Follow Through-- Keeps commitments
- Interpersonal Skills-- Focuses on solving conflict, not blaming. Maintains confidentiality.
- Teamwork—Balances team and individual responsibilities. Contributes to building a positive team spirit.

- People Management-- Includes staff in planning, decision-making, and process improvement. Takes responsibility for subordinates' activities. Makes self, available to staff. Provides regular performance feedback. Develops subordinates' skills and encourages growth.
- Cost Consciousness-- Works within approved budget. Develops and implements cost saving measures.
- Ethics-- Treats people with respect. Inspires the trust of others. Works with integrity. Upholds organizational values.
- Judgment-- Makes timely decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process.

#### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### *Education and/or Experience*

Bachelor's Degree or equivalent combination of education and years of related experience. Previous experience as a manager or supervisor in a similar or larger organization desired. Previous experience managing support staff in an organization serving members or customers desired. Basic knowledge of mechanical and boiler systems, blueprint reading, electrical and plumbing systems, lighting and air conditioning systems desired.

#### *Computer Skills*

Knowledge of Mac computer; QuickBooks software; Payroll systems; Spreadsheet and Word Processing software

#### *Christian Ministry Skills*

Knowledge of the Christian faith and the ministries this position supports desired

#### *Language Skills*

Ability to read and comprehend instructions, correspondence, and memos. Ability clearly to write correspondence. Ability effectively to present information in one-on-one and small group situations to congregation and other employees of the church.

#### *Mathematical Skills*

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### *Reasoning Ability*

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

#### *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 the job, the employee is regularly required to talk or hear. The employee is frequently required to stand; sit; climb; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

#### *Work Environment*

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

#### *Screening*

Passage of background check and completion of FPC's abuse, prevention, and response policy training

#### To Apply

- Please send a resumé and a letter articulating your interest and experience to Dan Cravy, Pastor, at [jobinfo@fpcmissoula.org](mailto:jobinfo@fpcmissoula.org) or First Presbyterian Church, 235 S Fifth St W, Missoula, MT 59801

Under the "religious organizations" provision of Title VII of the Civil Rights Act, First Presbyterian Church will hire with a stated preference for individuals whose views and beliefs are not in conflict with the Christian faith and the tenets of the Presbyterian Church (PC-USA).