

THE VILLAGE CHURCH OF BARRINGTON
Director of Operations
March 30, 2026

Job Description

A. General Responsibilities

The Director of Operations ensures the church operates with excellence, stewardship, safety, and efficiency. The purpose of this role is to oversee facilities, financial management, administrative systems, and operational infrastructure so that ministry leaders are fully supported in accomplishing VCB's mission.

B. Staff Relationships

- Member of the VCB staff team
- Reports to the Associate Senior Pastor
- Supervises facilities and operations staff
- Required participation in staff meetings
- Attends church board meetings when requested (non-voting)
- Accountable for alignment with VCB's doctrine, mission, and ministry philosophy

C. Responsibilities

Facilities & Property Management - 65%

- Oversee the maintenance, cleanliness, and safety of all church buildings and grounds.
- Coordinate routine maintenance, inspections, and service contracts (HVAC, electrical, landscaping, custodial, etc.)
- Ensure compliance with local codes, safety standards, and insurance requirements.
- Develop and maintain facility-related budget, policies, procedures, and response plans.
- Manage facilities staff, volunteers, contractors, and vendors.
- Lead and manage renovation, repair, and capital improvement projects.

Financial Administration & Budget Support - 15%

- Work closely with finance team and bookkeeper to ensure accurate accounting, reporting and stewardship of church resources.
- Monitor spending throughout the year and provide monthly updates to leadership.
- Assist with vendor management, contract review, and cost-saving initiatives.
- Help maintain internal controls and financial best practices.
- Assist the Associate Senior Pastor in annual budget development.

Scheduling & Ministry Operations - 10%

- Manage the master calendar for all church activities, including weekend worship, weekday ministries, classes, rentals, and special events.
- Coordinate building usage requests and ensure appropriate room setups and staffing.
- Oversee logistics for major church events (holiday services, conferences, weddings, funerals, outreach, etc.)
- Serve as the central communication point between ministry leaders regarding facility and scheduling needs.

IT, Communications & Infrastructure Oversight - 5%

- Oversee church IT systems, including computers, networks, software, security, and data backups.
- Coordinate with external IT providers as needed.
- Ensure reliable technology support for worship services and ministry activities.
- Oversee communication infrastructure such as email systems, phone systems, and internal communication tools.
- Support the implementation and maintenance of church management software.
- Improve systems to enhance ministry effectiveness and efficiency.

HR, Policy & Compliance - 5%

- Work with Office Manager to maintain and update church policies and procedures.
- Ensure legal compliance, risk management, and insurance oversight.
- Work in coordination with the Office Manager and Associate Senior Pastor regarding payroll and benefits administration.

D. Qualifications

- Clear and growing faith in Jesus Christ.
- Meets the biblical qualifications of a deacon.
- Strong administrative, organizational, and leadership skills.
- Experience in financial oversight and operational management.
- Experience in facility management and/or trades experience.
- Experience managing budgets, vendors, and systems effectively.
- Bachelor's degree required; business or administrative background preferred.
- Demonstrated integrity and strong stewardship principles.

E. Additional Considerations

- Full-time position averaging 45–50 hours per week, including necessary weekend availability.
- This is a new role and some responsibilities will be assumed over time, requiring a shift in time allotment. There is opportunity to for the candidate to assume some pastoral responsibilities based on gifting, experience, and desire.
- Flexibility required for occasional schedule deviations.
- Office space, equipment, and approved expenses provided.
- Professional development, conferences, and sabbatical supported with prior approval.