

Job Title: Director of Operations

Location: Redeemer, DeWitt, MI

Job Type: Full-Time 30 – 40 Hours

Reports To: Senior Pastor / Staff-Parish Relations Committee

About Redeemer:

Redeemer is a Christ-centered church located in DeWitt, Michigan, committed to helping people know, follow, and share Jesus. Redeemer seeks to create a welcoming and authentic environment where individuals and families can grow in their faith, build meaningful relationships, and serve their community.

The church offers a variety of ministries for all ages, including children, students, and adults, with a focus on discipleship, community, and outreach. Redeemer values biblical teaching, strong relationships, and practical application of faith in everyday life.

As a growing church, Redeemer is committed to operational excellence and healthy leadership to support its mission and expand its impact both locally and beyond.

Job Summary:

The Director of Church Operations at Redeemer is responsible for executing and managing the day-to-day operations of the church. This role ensures that systems, processes, and teams are running efficiently and effectively to support ministry activities. The Director works closely with the Senior Pastor and ministry leaders to translate vision into execution, remove operational obstacles, and maintain a well-organized, high-functioning church environment.

Key Responsibilities:

Operational Leadership & Execution

- Oversee and manage daily church operations with a focus on consistency and reliability.
- Implement and maintain systems, processes, and workflows that support efficient execution.
- Ensure clear communication and coordination across staff and ministries.
- Track key operational priorities and ensure timely follow-through.
- Support the Senior Pastor by executing operational aspects of church initiatives.
- Partner with direct reports establishing goals and support ongoing growth and development.
- Foster stewardship with church leadership through resource management aligned with mission and values.
- Promote a culture of stewardship through faithful management of church resources.

Staff & Volunteer Coordination

- Coordinate hiring and onboarding staff & key volunteers.
- Provide day-to-day support and direction to administrative and operations staff.
- Ensure roles, responsibilities, and expectations are clearly defined.
- Maintain organized staff communication and meeting rhythms.
- Support volunteer systems to ensure strong engagement and reliability.
- Maintain Personal records and work with vendors on administration of church benefits.

Facilities, Technology & Logistics

- Oversee facility readiness, maintenance coordination, and safety standards.
- Ensure spaces are prepared and set up for services, events, and ministry activities.
- Manage church technology systems and ensure operational reliability.
- Coordinate logistics for weekly services and special events.

Ministry Support & Execution

- Support ministry leaders in executing programs, events, and initiatives.
 - Ensure operational alignment and coordination across ministries.
 - Ensure strong follow-through on church-wide initiatives.
 - Assist in planning and executing church-wide events and outreach efforts.
 - Help remove operational barriers so pastors, staff, and volunteers can focus on ministry.
-

Qualifications & Requirements:

- A strong commitment to the Christian faith and alignment with the church's mission and values.
- Bachelor's degree in business administration, operations, nonprofit management, or a related field (preferred).

- Minimum of 5-7 years of leadership experience in operations, administration, or organizational leadership.
 - Proven ability to lead teams, manage projects, and drive organizational effectiveness.
 - Excellent communication, organizational, and problem-solving skills.
 - Proficiency in office software and church management platforms.
 - Ability to build strong relationships with pastors, staff, volunteers, and ministry leaders.
-

Compensation & Benefits:

- Salary based on experience and qualifications.
 - Health and retirement benefits.
 - Paid time off and professional development opportunities.
-