



ALL SAINTS —HOLLAND— ANGLICAN CHURCH

Director of Operations

Purpose: The Director of Operations oversees and manages all non-clergy personnel and volunteers, as well as the administrative and financial strategy, policies, and processes of the church. The Director of Operations also stewards church property, communications, risk management, annual reporting and compliance, and for external contracts and partnerships.

In a more general sense, the Director of Operations addresses the administrative needs of a flourishing congregation as they relate to our overall vision and mission, while safeguarding members and allowing for the clergy to focus more on pastoral needs and priestly duties.

Position Structure:

- Part-time (approx. 24 hours per week)
- Year-round
- Paid monthly
- Health, vision, and dental benefits not available
- Support for professional development and spiritual direction will be offered
- The Director of Operations will have access to the church office at 609 W. 20th St., Holland, MI 49423 and, with permission from the Rector, the Chapel at 74 E. 16th St., Holland, MI 49423. Most of the work, however, can be done remotely.

Position Accountability: The Director of Operations reports to the Rector

Leadership Culture of All Saints Holland

All Saints staff members are to be confirmed Anglicans and are encouraged to fully participate in All Saints' congregational rule of life, which includes regular church rhythms that support personal and family spiritual development, an individual rule of life, regular prayer and church attendance, generous giving, and active involvement in a home parish.

Role and Responsibilities

The primary role of the All Saints Director of Operations is to help realize the vision of the Rector and Vestry for the Congregation through leadership of personnel, effective communication, and through prudent administrative and financial management

Essential Job Functions and Duties:

Big Picture

- Help “translate” the vision of the rector and vestry into practically and financially achievable actions, procedures, and policies.
- Ensure that different aspects of All Saints’ ministry are complementing one another and unified in their contribution to the overall vision and practical realities
- Work with vestry and clergy on annual strategic planning
- Oversee All Saints Communication (newsletter, Slack, Breeze, website, email, etc.)

Volunteer Management

- Recruit and assign volunteers for Sunday services and special events
- Assist other directors with scheduling and organizing periodic trainings for volunteers in sound/tech, little liturgy, and acolytes
- Maintain all volunteer schedules and rotations
- Oversee all volunteer and staff activity for Sunday services and special services (i.e. Ash Wednesday, Good Friday, etc.)

Policy, Procedures, and Property

- Where appropriate, ensure that All Saints complies with any and all terms of property leases and related agreements
- Using templates and guidance from the province, diocese, and legal counsel, work with the vestry and staff to continuously review and update all church policies and governing documents (such as ByLaws, financial policy, reimbursement harassment prevention, etc.)
- Enforce all policies and ensure all staff, clergy, and volunteers are aware of those policies and procedures that impact their activities
- Ensure that the church maintains and updates all necessary liability and property insurance, and that the congregation’s policies are compliant with this coverage
- Facilitate the employer side of the ICHRA health plan and annual renewal, or serve as the primary administrator for church health insurance

Financial

- Work with vestry, treasurer, and operations coordinator to create an annual budget
- Ensure that all bills, salary, and wages are paid according to the budget and on time
- Oversee accounts payable/receivable
- With help from the vestry, faithfully steward and record all offerings and donations

Personnel

- With the rector, plan and lead weekly staff meetings that are efficient, focused, and reflective of All Saints' values and culture
- In cooperation with the Rector and Sr. Warden, help plan monthly vestry meetings
- Facilitate, in cooperation with the rector, an annual review and evaluation process for all paid personnel
- Create job descriptions and applications and facilitate hiring processes as needed

Miscellaneous

- Complete the annual congregational reporting for the Province (ACNA)
- Complete the annual congregational review for the Diocese (ADGL)
- Assist with occasional grant applications
- Complete annual non-profit reporting to the State of Michigan
- Assist with duties of other staff when they are away as needed
- Help with the overall plan, communications, schedule, and details of the annual congregational retreat
- Oversee all church records management and organization

Required Qualifications

- Confirmed Anglican (ACNA) and Member of All Saints Holland in good standing
- Committed to All Saints vision for worship and spiritual formation
- Understanding of core theological doctrines and terminology of the historic Christian faith
- Knowledge of the Book of Common Prayer and the Church Calendar, and how to use them in the context of a congregation
- Willingness to self-teach and learn as needed, especially regarding policy formation, compliance, and technology.
- Willingness and openness to taking direction and living under the authority of ordained clergy
- Excellent communication skills, verbally and in writing
- Bachelor's degree
- Personable and approachable, not easily angered or frustrated
- Ability to lovingly lead, teach, and train others as needed, especially teams of volunteers
- Experience with Microsoft Office, including Excel, Word, PowerPoint, and SharePoint, and Google Drive
- Familiarity with WordPress websites and ability to update content
- Punctual and reliable
- Organized
- Self-motivated, decisive, and creative , yet teachable and a team player
- Be able to pass a criminal background check
- Event planning experience

Desired Qualifications

- Experience with QuickBooks Online, Breeze, MailerLite, Slack
- Ability to edit images, audio, and videos

How to apply

Please send a resume and cover letter describing your life and commitments as a Christian, your relationship to All Saints, and how your skills and experience correspond to these qualifications to Fr. Brian Wolthuis.

Questions about this position may be sent to b+@allsaintsholland.org