

# **Application for Director of Finance and Operations at Evangelical Presbyterian Church of Annapolis**

## **Position Description Qualifications**

Evangelical Presbyterian Church of Annapolis is seeking a Director of Finance and Operations who possesses a personal faith in Jesus Christ as Lord and Savior, significant knowledge and experience in financial, operations, and facilities management, and a heartfelt desire to work in support of EP Church and the Kingdom of God. The person we are seeking should be innovative, enthusiastic, and able to build strong and effective working relationships with our ministry leaders and partner organizations. A detailed position description is attached below.

Evangelical Presbyterian Church of Annapolis (EP) is a community of God's people who are seeking the renewal in our city as we are being renewed by the gospel. Our vision is that Jesus Christ would be glorified, and that people from every nation, tribe, and language would worship and serve the living God. EP is part of the Presbyterian Church in America (PCA).

### **Interested applicants should provide the following:**

Completed Application which includes:

1. Personal data
2. Educational information
3. Reference information
4. Statement of Faith
5. Resume

### **Contact Information**

Email: [feedback@epannapolis.org](mailto:feedback@epannapolis.org)

**SECTION 1 PERSONAL DATA**

Name \_\_\_\_\_

\_\_\_\_\_  
Last First Middle

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**SECTION 2 SKILL INFORMATION**

Colleges or universities attended and degrees earned (if any):

School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Dates attended \_\_\_\_\_ Degree \_\_\_\_\_

School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Dates attended \_\_\_\_\_ Degree \_\_\_\_\_

**SECTION 3 REFERENCE INFORMATION**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

**SECTION 4 STATEMENT OF FAITH**

Please provide a written statement of your Christian faith. What do you believe? Who is Jesus to you? Why is He important?

**Employment Terms**

- Full time position: 40 hours per week
- Compensation commensurate with experience and qualifications
- Health insurance and other employee benefits included

# EVANGELICAL PRESBYTERIAN CHURCH OF ANNAPOLIS (EP CHURCH)

## POSITION DESCRIPTION

**Position Title:** Director of Finance and Operations  
**Department:** Administration & Operations

**Staff Level:** Director  
**Full Time:** Exempt

---

### I. BASIC PERSONAL RESPONSIBILITIES

- A. Above all, to grow closer to Jesus Christ. Through a daily quiet time with the Lord, seek to keep Jesus Christ as the priority of your life, realizing that prayer, Bible study and Christian fellowship are essential to growing in God's will each day.
  - B. Keep family in the right position of priorities and to see that they come before everything except your personal relationship with the Lord, even before the work of the church. In order to do this, one day a week spent with family away from the church and related activities is a necessity.
  - C. Support the Senior Pastor and all other church staff. This will call for flexibility and a real teamwork spirit.
- 

### II. Job Description

**Position Summary:** The Director of Finance and Operations (DFO) contributes to EP Church's overall mission by leading and supporting seamless fiscal, operational and human resource management systems, procedures, and processes. This person will play a critical role in partnering with the Senior Pastor and the Session in strategic decision-making. In addition, he will have excellent written and oral communication skills, and a keen interest in the mission of the church.

**Reporting Relationships:** The DFO reports to the Session Executive Committee (SEC) and also interacts and collaborates with Pastors, the Ops/Admin Session Ministry Committee (SMC), Treasurer, the Diaconate, and Ministry Directors.

**Primary Responsibilities:** The DFO has primary responsibility for overseeing all budget and fiscal functions, policies and procedures. The DFO also oversees human resource functions, IT and systems, procurement, and facilities. The DFO will also supervise the Administrative Coordinator, Financial Secretary and Facilities Coordinator.

#### Ministry Support

- Provide significant input in ministry vision casting, goal setting, and execution of annual ministry priorities.
- Work with ministry leaders to ensure facility availability to maximize the effectiveness of all church ministries.
- Participate in staff meetings and other activities designed to assist in effectively administering church programs.
- Engage in scheduled face-to-face status coordination meetings with Pastors and ministry directors in order to strive for effective stewardship of the church's financial and physical resources.
- Support the encouragement and fostering of trust and unity across the church staff.
- Participate in and support ministry leaders with annual session and staff retreats.
- Available on EP Campus during regular work hours.

#### Human Resources

- Oversee payroll, benefits administration, recruiting, onboarding, off-boarding, employee check-ins and exit interviews, and other human resource needs.
- Responsible for all human resources (HR) functions including hiring practices, employee review policies, professional development, and other HR activities.
- Assure compliance with applicable HR, employment and personnel laws and regulations;
- In collaboration with the Financial Secretary, maintain updated personnel and operations policies and procedures and ensure compliance.

- Train and orient staff on personnel policies and procedures along with the compliance of Safe-Harbor background checks for all staff and volunteers working with children.
- Oversee hiring and supervision of administrative staff and administrative volunteers.
- Conduct and document performance evaluations and on-going informal performance feedback for assigned staff.

### **Financial Management**

- Lead the annual budget process, monitor expenditures, and proactively update income and expense projections.
- Exercise final review for all organizational, personnel, and director budgets for approval.
- Manage people and systems to ensure adherence to budget cost centers, including monthly updates on budget variance and preparation of budget modification documents to the Ops/Admin SMC or SEC.
- Chart and ensure cash flow needs and adherence to budget policy.
- Prepare monthly and ad hoc financial reports for the Session and Deaconate.
- Supervise administration, financial and operations to ensure timely and accurate bookkeeping, bank deposits, receivables and payables.
- Develop, implement, and maintain systems, policies and procedures to ensure compliance with 501c3 requirements.
- Negotiate, prepare, and monitor all lease, vendor, and 1099 agreements.
- Act as the staff liaison with AACCS and ACTS Homeschooling Ministry.
- Ensure all fiscal policies, procedures and documentation requirements are adequate to protect the organization.
- Attend SEC and Session meetings as necessary to serve effectively as the primary liaison between the staff and the Session for financials matters

### **Operations, Technology and Systems**

- Oversee management and maintenance of all office systems and facilities.
- Ensure the facilities are effectively aligned to best meet the strategic goals as set forth by the Session.
- Develop and oversee document retention policies and manage disposal of records.
- Develop and oversee risk assessment and emergency planning policies and procedures.
- Oversee organizational insurance policies and ensure organization is adequately covered.
- Ensure emergency and security policies and procedures are understood and followed, including cyber-security.
- Oversee compliance with state and federal registration, regulations and reporting obligations.
- Attend SEC, Session and Diaconate meetings as necessary to serve as the primary liaison for staff in support of facilities-related matters.

### **III. Professional Skills/Qualifications**

- Bachelor's degree; MDiv or MBA or equivalent experience preferred.
- At least 10 years of professional experience, with a minimum of 5+ years of church or nonprofit financial and operations management experience.
- Able to set priorities and multi-task while maintaining accuracy and meeting deadlines.
- Excellent communications skills, including during tough negotiations and in light of staff adjustment to adhere to the budget along with new policies and procedures.
- Experience in managing and developing administrative staff.
- Personal qualities of integrity, credibility, and dedication to the mission of the church.
- Ability to thrive as part of a team with diverse experience, expertise, skills and objectives.
- Ability to stand firm on essential accounting and fiscal compliance and documentation needs.

### **IV. Personal Requirements for Position**

- A personal relationship with Jesus Christ, and a strong grasp of the Gospel.
- Regular attendance at EP Church, and a love and concern for the people of Annapolis EP Church.

- A call to this position that is evidenced by experience, vision, and passion.
- A strong marriage and family life visible to others.
- A shepherd's temperament; servant-leader/mentor attitude and disposition.
- Strong biblical foundation for wise leadership in a church setting.
- Personal initiative and diligence, which produces follow-through in tasks.
- A willingness to grow and adapt to the inevitable changes found in a growing local church.
- A clear understanding of and experience in church organization.
- An understanding of and commitment to the PCA and willingness to become a member of EP Church.