

DIRECTOR OF OPERATIONS AND LOCAL MISSIONS

SUMMARY OF POSITION

INTRODUCTION

City Life is a vibrant, multigenerational, gospel-centered church in the heart of downtown Wichita, Kansas. Our vision is to demonstrate and declare the goodness of Jesus from the heart of Wichita to the world. To help us pursue this vision, we are actively searching for a Director of Operations & Local Missions.

POSITION OVERVIEW

The Director of Operations and Local Missions is a new, strategic leadership role for our church. This position will be responsible for overseeing and optimizing the administrative aspects of the church's daily functions, ensuring the efficient operation of ministries, enabling its mission to be fulfilled effectively and sustainably. Alongside operational oversight, this position will also be responsible for the direction of local outreach strategies: developing in-house ministries as well as identifying local partners our church can strategically collaborate with for Kingdom advancement. This full-time position (40 hrs/week) will report directly to the Lead Pastor and the elder team.

KEY RESPONSIBILITIES

Operations

- Operational Leadership: Lead and supervise the church's operational teams, including facilities management, administration, finance, and support staff, to ensure a smooth operational experience for church members and guests.
- Strategic Planning (vision implementation): Collaborate with the Lead Pastor in long-term strategic planning to support the church's mission and vision. Lead in the strategic, sequential implementation of that vision.
- Sunday Morning Program Oversight: Run point on Sunday morning environments to ensure a quality discipleship and worship experience for members and guests.

Local Outreach

- Strategic Partnerships: Identify and cultivate strategic opportunities for gospel advancement in Wichita that align with City Life's vision and values.
- Ministries/Events: Plan and organize outreach ministries and events, including the development of training content and classes to ensure a healthy and vibrant local outreach strategy.
- Engagement and Coaching: Develop a clear and cohesive strategy of engagement and a pathway for members to get involved. Provide coaching and oversight for leaders and volunteers serving in various outreach ministries, programs, and events.

QUALIFICATIONS

- Evident, personal relationship with God
- Mature disciple-maker with theological training
- Aligned with City Life Church's vision, mission, values, and doctrinal statement (see here: citylifecyclechurch.org/beliefs and here: citylifecyclechurch.org/vision-values)
- Excellent organizational and project management skills
- Proven leadership experience, preferably in a church or nonprofit setting
- Exceptional communication and team-building skills.
- Proficiency in written/verbal communication
- Proficiency in technology and systems relevant to church operations.

NEXT STEPS

The Director of Operations & Local Outreach will play a crucial role in ensuring the achievement of our mission. If you are a dedicated and experienced leader who shares our values, we invite you to apply and be a part of our journey in demonstrating and declaring the goodness of Jesus from the heart of Wichita to the world.

Application Instructions: Interested candidates should submit a resume and cover letter detailing their relevant experience, alignment with our church's vision, mission, values, and why you are interested in this role. Please send your application to careers@citylifecyclechurch.org by May 1, 2024. We look forward to reviewing your qualifications and considering you for this vital position in our church's leadership.