

**FAIRVIEW UNITED METHODIST CHURCH  
CHIEF OPERATIONS OFFICER  
JOB DESCRIPTION**

**POSITION: CHIEF OPERATIONS OFFICER**

**REPORTS TO: SENIOR PASTOR**

**STATUS: FULL TIME EXEMPT**

**POSITION SUMMARY:**

The Chief Operations Officer is responsible for the overall leadership and direction of church staff and the general operations of the Church, leading all functional areas in the accomplishment of the church's mission. This includes all day to day operations of the Church overseeing implementation of all ministries and programs to fulfill Fairview United Methodist Church's Mission and Vision. It also includes asset and property management. For more information on skill requirements and responsibilities, please contact Fairview UMC (Gilbert Harris) – (865) 983-2080 or email [rev.gilbert.harris@gmail.com](mailto:rev.gilbert.harris@gmail.com).

**SKILLS AND REQUIREMENTS:**

1. Strong and growing Christian faith.
2. Demonstrated leadership experience that includes knowledge of strategic planning and execution, administrative oversight including finance, administration, facilities, human resources, technology and communications.
3. Ability to oversee multiple administrative functions, set performance goals and objectives and implement process improvements.
4. Ability to objectively evaluate staff and set goals for improvement
5. Willingness to listen to staff and Church members.
6. Contagious faith and willingness to share this faith with others.
7. Knowledge of facility planning and property management.
8. Financial knowledge to include budget development and implementation, asset management and ability to work closely with the Finance Committee to ensure financial viability of the Church.
9. Knowledge of capital fund raising campaigns, master planning, design and architecture, contractor selection and construction.

**RESPONSIBILITIES:**

1. Support the Senior Pastor in the accomplishment of the Church's Mission through ministry effectiveness, evaluation, discernment, decision making, planning and overall direction of Church Staff.
2. Works very closely with and makes regular reports to the Finance Committee, SPR Committee and the Administrative Board.

3. Oversee all Administrative areas of the Church including, finance, administration, facilities, human resources, technology and communications.
4. Establish performance goals for all staff and implement a performance evaluation system in which goals are evaluated and refined.
5. Facilitate the annual strategic planning process including evaluation of ministry performance, review of mission, vision and core values, development of key objectives and tactics and establishment of annual goals.
6. Develop financial plans, in conjunction with the Finance Committee, that fund the accomplishment of the strategic plan and meet critical financial objectives such as established cash reserve levels.
7. Develop and continually review and up-date facility planning and property use to support the Mission and Vision of the Church.
8. Recommend to SPR Committee staffing options and organization for achieving the Mission and Vision of the Church. Oversee and maintain Job Descriptions and Compensation plans for the staff.
9. Network with other churches and associations and participate in continuing education in order to stay abreast of current practices and concerns.
10. Perform other duties as may be required or assigned by the Senior Pastor.

**KNOWLEDGE, SKILL, EXPERIENE REQUIREMENTS:**

1. Bachelor's Degree in Business, Technology or other related field required. Master's Degree in Business or related field preferred.
2. Minimum of 10 years experience as a Senior Leader required.
3. Demonstrated work performance in leadership roles encompassing people and financial management required.

**SUPERVISORY RESPONSIBILITIES:**

1. Church employees
2. Volunteers