



## Executive Director of Operations

**Position Type:** Exempt  
**Category:** Regular, Full-time  
**Reports to:** Senior Pastor

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### ***ORGANIZATIONAL OVERVIEW***

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At St. Luke's United Methodist Church, we are an open community of Christians helping people find and give hope through Jesus Christ. We are committed to our community on the northside of Indianapolis and have seen our reach grow regionally and beyond through our digital presence. With approximately 5,500 members and 3,000 people attending in person or online each Sunday, we are the largest United Methodist Church (UMC) in Indiana and one of the largest in the U.S.

People are attracted to St. Luke's for our values: Our commitment to live the mission of the UMC, "To make disciples of Jesus Christ for the transformation of the world" and living the Christian faith in a way that is open to everyone - regardless of their gender, race, ethnicity, sexual orientation, nationality, disability, or socioeconomic background. As a church we are working to ensure that our congregation and its leadership represent the diversity of the community in which we are located. We are dedicated to including women, people of color, and LGBTQ+ as staff and in positions of leadership and decision making.

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### ***POSITION OVERVIEW***

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The Executive Director of Operations (XDO) leads and oversees all operational aspects of the church, working closely with the Senior Pastor (SP) and Executive Pastor (XP) to empower and resource the church's mission and vision. This person manages and supervises HR, Finance, Facilities, IT, Security, and the kitchen. Clergy and ministry program-related staff report to the XP, while operational and administrative staff report to the XDO. The XDO is an ex-officio member of the Governing Board, Finance Committee, Staff Parish Relations Committee (SPRC), and Trustees.

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### ***HOW YOU'LL SUCCEED***

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- Drive and support the execution of St. Luke's mission.
- Set strategy execution and growth of church operations.
- Deliver operational excellence that supports and advances the staff and ministry areas of St. Luke's.

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## **KEY RESPONSIBILITIES**

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### **1. HR**

- Oversee the hiring, orientation, training, evaluation, discipline, and termination of employees
- Own and maintain HR policies, procedures, training, and employee handbook.
- Evaluate and administer employee benefit programs (health insurance, compensation, retirement, etc.).
- Resource and facilitate HR issues needing legal or outside council for guidance.
- Partner with Executive Pastor on matters of staffing.

### **2. Finance**

- In partnership with the Finance Committee, provide effective oversight of financial processes and stewardship of church financial resources and investments.
- Prepare and maintain the annual church budget.
- Provide operational oversight for all financial transactions, monthly budget reconciliation, and audits.
- Oversee strategy for church development programs: Planned Giving & Endowment, Capital Campaigns, Stewardship, and other missions.

### **3. Facilities**

- In partnership with the Board of Trustees, provide effective oversight of the church's capital assets along with proactive planning for the long-term care and expansion as needed to fulfill the church's strategic goals as outlined by the Governing Board.
- Oversee the Technology staff, resources, and initiatives that support all campus operations and ministries.
- Provide effective governance of the Safety and Security program for St. Luke's, guests, members, volunteers, staff, and property.
- Provide oversight of the church Kitchen Manager and operations. Ensure the required public health standards are met and maintained in the operation of the kitchen.

### **4. Administration**

- Supervise operational and administrative staff.
- Negotiate and procure vendor contracts and relationships on behalf of the church.
- Evaluation of vendors/providers/partners that support key church functions (audits, payroll, finance and electronic giving, church management system, and other IT processes).
- Be accountable for all necessary certifications (e.g., Safe Sanctuary, health inspections, etc.).
- Maintain adequate insurance programs for church facilities, employee activities, IT/Cyber and Other Security needs, and other insurance needs that may surface annually.
- Sunday morning review and execution of facilities, security, and safety.

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## **WHAT YOU SHOULD BRING**

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Passion about your Christian faith, actively seeking to grow in a personal relationship with God, and commitment to the mission and vision of St. Luke's and who serves out of a sense of call.

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## **YOUR BASIC QUALIFICATIONS**

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- 10-15 years experience leading HR or Finance functions; running a medium to large business, a large church, or a large non-profit
  - General knowledge of human resources policies, procedures, and compensation
  - Experience in leadership & supervisory roles
  - Strong interpersonal and organizational skills: ability to honor all opinions and drive consensus
  - Demonstrated flexibility in working in a dynamic environment
  - General knowledge of building and grounds maintenance procedures
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## **BONUS QUALIFICATIONS**

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- Bachelor's Degree
- Sound knowledge of the Discipline of the United Methodist Church
- Knowledge and experience with Stewardship/Fund Raising

***This role description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.***

1/2025