

Position Description

Manager of District Operations

(20 hours per week)

Title

Manager of District Operations (MDO)

Function

The MDO carries out all operational functions of the Mid-Atlantic District (MAD), Church of the Brethren. While acknowledging the District Executive Minister (DEM) as the lead visionary and spiritual leader of the District, the MDO is recognized as the lead operating officer of the District.

In this capacity, the MDO frees the DEM of most administrative functions, details, and follow-through, thus allowing the DEM to focus on his/her primary role of vision-casting, congregational consultation, pastoral placement/care, ethics compliance, and steward of Church of the Brethren polity and policy.

Reportability

The MDO reports directly to the DEM. The MDO shall conform to all policies and procedures in the MAD Personnel Manual.

Responsibilities

Administrative Director

- Meets with the DEM and Leadership Team Chair to develop each Leadership Team meeting agenda. It is understood that the MDO will tailor agendas in such a way to ensure that each Leadership Team meeting will be productive, efficient, and respectful of each member's time commitment.
- Assures each District Ministry Team records minutes. Receives a copy of Ministry Team minutes, noting action items. Reports action items to the Leadership Team via the agenda prepared for the Leadership Team meeting.
- Monitors follow-through of each Ministry Team through the team's minutes. Makes intervention with the Ministry Team chair if follow-through lags or does not occur.
- Administers the District's strategic plan.
- Assures that the District follows all legal requirements of a not-for-profit religious organization. Serves as liaison to MAD's legal counsel.
- Responsible for the organization, maintenance, and safe-keeping of all District records. In this capacity, assures that all pastoral and congregational files are up to date, including the pastoral-congregational contractual agreements.

Financial Director

- Prepares the MAD budget in partnership with the Finance and Property Ministry Team.
- Presents the budget to District Conference.
- Presents financial reports to the District Leadership Team and District Conference, in consultation with the Treasurer.
- Develops and administers the District's financial development plan, in consultation with the DEM. It is understood this plan is to include: a) a strategy for increasing congregational self-allocation to the District; and b) a strategy for developing an endowment fund for the District. It is anticipated that these initiatives, along with others, will help fund the MDO position and new District ministries.
- Makes fund-raising visits, in partnership with the DEM, who is also actively involved in fund-raising initiatives.
- Serves as a financial consultant to District outdoor ministry centers and congregations, as time allows.

Manager of District Conference

- Develops, coordinates, and administers all aspects of the annual MAD District Conference in partnership with the Program and Arrangements Team, District Conference Moderator, and the District Conference on-site coordinator.
- Serves as liaison between the Program and Arrangements Team and the District Conference on-site coordinator.

Supervision of Employed Staff

- Supervises the District Treasurer

Liaison to Congregational Commissions/Committees/Teams

- District Finance and Property Ministry Team
- District Program and Arrangements Team

Meeting Attendance

- Attends weekly staff meetings
- Attends staff retreats
- Attends Finance and Property Ministry Team meetings
- Attends Program and Arrangements Team meetings
- Attends Leadership Team meetings
- Attends Disaster Auction meetings
- Attends MAD Conference

Professional Growth and Health

Observes holidays and vacation yearly per Mid-Atlantic District Personnel Manual. Participates in professional growth experiences, in tandem with understandings in the MAD Personnel Manual.