

Salem Church

BUSINESS OPERATIONS JOB DESCRIPTION



SALEM VISION FRAME

Values: Biblical Truth, Extravagant Love, Selfless Service, Intentional Community, Future Generations

Mission: Living lives of love **with God, in community and on mission.**

Marks of a Disciple: Gospel Believer, Focused Follower, Peace Maker, Humble Guide

Strategy: Cave•Table•Road | Gather•Connect•Invest

PURPOSE

The purpose of the Business Operations position is to help cultivate a relational disciple-making culture around Salem's mission and vision by providing meaningful operational direction and sound financial information to support the ministries.

TIME, REPORTING, COMPENSATION

The Business Operations position will be a part-time, 20 hours a week, position. The Board of Elders will determine compensation. The Senior Pastor will determine reporting.

POSITION OPPORTUNITY | DESCRIPTION

Salem Church brought the financials back in-house starting 2024 and engaged an interim associate to put together an Operations, Financial, Facilities and HR Manual for specific directions. The interim associate also updated the HR Policy Manual. The opportunity now exists to permanently fill this role. This position will maintain and communicate procedures to staff, provide financial updates to the elder board, and guide associates in HR related matters. Following a year of coordinating the manuals and working on each aspect of business operations, Salem feels this position can be maintained in a 20-hour workweek.

REQUIREMENTS

- A born-again Christian.
- Integrity to uphold the values of the EFCA in agreement with the EFCA doctrinal statement along with the integrity of efficient utilization of the technology systems at Salem Church
- Working knowledge in Office 365 includes Excel, Word, and preferred knowledge in Church Community Builder [CCB] or like-type software and QuickBooks Online.
- Administration and servant leadership strengths.

COMPETENCIES

- Organizational skills
- Supportive
- Efficient
- Problem solving
- Deciphers confidential levels for information
- Communication skills for effective communication both written and verbal
- Interpersonal Communication to collaborate with Staff, Congregation, and outside vendors

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Essential functions or responsibility
 - Provide accurate, timely financial information using QuickBooks and Excel.
 - Maintains current instructional, informational manuals to include HR Policy Manual, HR Procedures Manual Operations Manual, and Facilities Manual.
 - Provides guidance to staff on HR related situations to build and maintain a healthy culture and working environment.
 - Stays current on HR and Operations regulations given Salem's 501 [C]3 status.
 - Maintain personnel records, process on/off boarding, process payroll, process retirement contributions, Health Savings Account, and work with GUSTO payroll processing for payroll submission and accuracy.
 - Maintain job descriptions.
 - Provide data entry, process weekly giving and One Drive record retention process for accounts payable and operations information.
 - Take the lead in preparing and entering the annual budget with ministry leaders and elder board.
- Participate in any required meetings where the position has proper input.

WORK ENVIRONMENT & REQUIREMENTS

- Environment includes working inside temperature-controlled building.
- Environment outdoors during periodic church events - rare
- Equipment requirements: Computer and general office equipment
- Essential functions include sitting, standing, walking, climbing both up and down stairways and general lifting to aid in placing resources. The facility has a wide layout requiring movement to and from offices and general gathering places while on the property.
- Work requirements are on site hours [or off site if appropriate for this position] for days/hours to accommodate 20 hours a week.

Additional Notes

Software used in 2025 non-exclusive: Office 365 [Excel, Word, Outlook], CCB, PushPay, QBO

REVIEWED BY:	Seth Dunham, Sr Pastor	DATE:	01.15.25
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