



Operations Director Applicant Packet

Greetings to prospective applicants and friends,

Trusting in the Lord's help, Trinity Presbyterian Church—a large, multi-generational PCA church in Charlottesville, Virginia—requests applications for the position of Operations Director. Our earnest hope is that this Operations Director role will be used by God to strategically develop and connect ministries and programs at Trinity Presbyterian Church through effective administration, communication, and management.

Our ideal candidate will exhibit both the relational maturity and managerial proficiency necessary to guide the daily business of the church. He or she will manage and establish effective processes, oversee financial resources, and lead our operations team in coordinating and supporting the various areas of ministry within the church. This person should be business minded while also possessing a mature and growing faith, a heart for Christ's church, an appreciation for our Reformed confession of faith, and a commitment to the mission of God.

If you would like to pursue this position, please send a cover letter and resume to Kelly Scott at kelly.scott@trinityville.org. Please email or call (434) 977-3700 to refer an applicant or request additional information.

We are grateful for your interest in our search and your prayerful consideration should the Lord be calling you to our fellowship.

May His name be proclaimed,

Operations Director Search Committee



Operations Director | JOB DESCRIPTION

OVERVIEW | The director will implement the vision of Trinity Presbyterian Church through the efficient utilization of administrative systems, clear communication, and the effective management of church resources: personnel, finance, and facilities.

TIME COMMITMENT

- Full-time Director
- Basic office schedule four weekdays per week + Sunday and some evening meetings
- 40–50 hours per week (hours above 40 to be given to participation in the life of the church)

ACCOUNTABILITY

- Member of Trinity Leadership Team
- Willingness to adhere to PCA polity and theology
- Worship at Trinity Presbyterian Church and pursue membership

SKILLS AND EXPERIENCE

- Demonstrated strategic, organizational, and managerial leadership
- Experience incorporating the perspectives of multiple communities and constituents
- Effective written and verbal communicator
- Collaborative team leader
- Able to keep the big picture in mind but see the details needed to get there

CHARACTERISTICS

- Thoughtful, mature, seasoned walk with Christ
- Emotional intelligence and relational gifting to effectively foster a team environment and lead teams
- Creative problem solver

RESPONSIBILITIES

Administrative Systems Management

- Manage people information and assimilation systems, scheduling systems, and communications systems
- Manage processes of goal-setting and performance-tracking with pastors and leadership team

Resource Management

- Represent finance and facility items at the Session and Diaconate meetings
- Manage financial resources church-wide (with Finance & Stewardship committees)
- Manage the maintenance and development of facilities (with Facilities Committee)

People Management

- Manage TPC human resources: hiring, policies, review processes, benefits packages
- Supervise HR requirements

To apply, please send a cover letter and resume to Kelly Scott at kelly.scott@trinitycville.org. Please email or call (434) 977-3700 to refer an applicant or request additional information.



OUR ECCLESIAL IDENTITY

Trinity Presbyterian Church is joyfully catholic, Reformed, and Evangelical.

CATHOLIC

Trinity Church is part of the “one holy, catholic, and apostolic church.” We believe and hold fast to the Christian faith as articulated in the Apostles’ Creed and the Nicene Creed.

REFORMED

Trinity Church is heir to the Protestant Reformation and its theological distinctives. We are members of the Presbyterian Church in America and subscribe joyfully to the Westminster Standards.

EVANGELICAL

Trinity Church commits to the centrality of: Christ’s cross and resurrection, the power of the Spirit, a personal relationship with Christ, the authority of the Scriptures, and our call to witness to Christ in word and deed until He returns.



**Trinity Presbyterian Church is a Spirit-formed and empowered community
that seeks to glorify and enjoy God through our union with Christ
that the world may see His glorious grace.**

WORSHIPING GOD

Trinity joins the historic and global church in worshipful response to the grace, goodness, and glory of God.

COMMUNING WITH GOD

Trinity commits to walking in the Word and by the Spirit, partaking in the means of grace, so that we are transformed into the image of Christ.

GROWING IN THE WORD

Trinity seeks to be firmly planted in God's Word and is fully devoted to the preaching, teaching, study, personal reading, meditation, and praying of the Scriptures.

LOVING ONE ANOTHER

Trinity is a Spirit-filled community that seeks to love one another as Christ commanded, across all cultural and racial boundaries, serving, encouraging, rebuking, submitting to, and caring for one another.

SHARING THE GOSPEL

Trinity desires to make disciples of every nation, sharing the good news of Jesus in word and deed with our neighbors, especially through local and global mission.

EQUIPPING FOR FAITHFUL PRESENCE

Trinity equips people in their vocations to engage the world and its cultures with wisdom and winsomeness as faithful stewards to the Lord.

SEEKING MERCY AND JUSTICE

Trinity seeks to obey our Lord by loving mercy and doing justice, caring for the poor, the needy, and the stranger.