



Rockwall Director of Operations Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing Member of Watermark or willing to become one.

JOB TITLE: Rockwall Director of Operations

FLSA STATUS: Exempt

DEPARTMENT: Rockwall

REPORTS TO: Rockwall Campus Pastor

POSITION SUMMARY: Responsible for providing strategic and operational leadership to the church with a focus on executing and implementing ideas, initiatives, and processes. Partner with the Campus Pastor to provide leadership and discipleship to the staff team, leaders, and the church body.

SPIRITUAL GIFTS: Administration, Leadership, Shepherding, Discernment

ESSENTIAL SKILLS & EXPERIENCE:

- Ability to think strategically, operationally, and at a detail and process level to help the church function and run smoothly.
- Ability to turn ideas into action.
- Excel at prioritizing workload, meeting deadlines, and managing many projects simultaneously.
- Desire to church plant and see God do new things at the ground level.
- Knowledge to lead in pastoral care situations with shepherding and pastoral gifts.

POSITION RESPONSIBILITIES:

1. Own and oversee the operations and details of the church plant.
 - A. Think through the strategy and how to implement and build structure for the church.
 - B. Develop and lead the team that thinks through and executes the business side of the church – Finance, HR, Insurance, Legal, IT, Facilities, Contracts, etc.
 - C. Create and oversee the church's annual budget. Track budget vs. actual spending.
 - D. Develop 501c3 and manage the legal aspects of the development and launch of the church.
 - E. Project manage the launch and implementation of the church plant. Assess best operational options for our team as we move towards independence.
 - F. Be a liaison to Dallas Campus Operations Team on launch details and needs.
2. Partner with the Campus Pastor and Shepherds to take the vision and make it actionable.
 - A. Help bring clarity and prioritization to ideas and ministry initiatives.
 - B. Develop strategic plans and timelines for implementing ministry.
 - C. Provide relational and operational leadership to staff team and volunteers.
 - D. Assist the Shepherds with implementation of the vision and ministry efforts. Provide analysis and feedback as needed.
 - E. Lead the Operations Team of volunteers and department heads.
3. Partner as a leader and pastor on the team.
 - A. Raise up leaders, volunteers, and teams for the church body, especially in operational areas – equip the saints for the work of ministry.
 - B. Be available for pastoral care situations, as needed.

MARKERS OF AN IDEAL CANDIDATE:

- Detail-oriented
- Organized
- Strategic
- Analytical

- Communication (1-1 and one-to-many)
- Flexible
- Discipleship and leadership development
- Pastoral care and shepherding
- Conflict resolution