



Summit Community Church (SCC)
Eastern Canadian District of The Alliance Canada
1750 Stouffville Road, Richmond Hill, ON, L4E 0K3

Job Title: **Director of Church Operations**
Job Type: Full-Time, 40 hours/week
Compensation: Hiring salary range of \$70-85,000, salary commensurate with experience

Join our Team!

Summit Community Church (SCC) is seeking a Director of Church Operations who can bring focus, structure, and momentum to the operational life of the church.

Reporting to the Senior Pastor, this role provides leadership for the people, systems, and resources that keep SCC running effectively today while preparing it for tomorrow. In this role, you'll oversee administration, facilities, finance, people practices, and operational planning, working closely with the Senior Pastor to ensure the church's mission is supported with clarity, excellence, and care.

As SCC prepares for a future building project, you'll play a central role in laying the operational groundwork to support that process. Another key priority will be designing and leading an enhanced volunteer program that engages the congregation in meaningful service and builds long-term ministry capacity.

This is a practical, strategic, and people-focused leadership role for someone who loves turning plans into action, strengthening systems, and helping others succeed.

What You'll Do

- Lead and coordinate SCC's operational and administrative functions, ensuring excellence across facilities, finance, people practices, and administration
- Oversee financial stewardship and reporting, working with the Accountant and Senior Pastor to develop and monitor the annual budget
- Provide leadership for SCC's facilities, vendor relationships, and building-related planning, ensuring the church environment is safe, welcoming, and well-maintained, and that operational readiness supports growth and the upcoming building project
- Equip and develop staff in operations-related roles, fostering a culture of accountability, teamwork, and follow-through
- Lead and strengthen SCC's volunteer engagement program, partnering with pastors and ministry leaders to recruit, train, and support volunteers across all areas of ministry
- Plan and coordinate logistics for church events and gatherings, ensuring all operational details run smoothly
- Develop, document, and implement clear operational systems, processes, and policies that reflect SCC's mission and values, including Plan to Protect®
- Build sound governance practices by ensuring strong documentation, cross-training, and role coverage to maintain consistency and continuity of operations
- Champion a positive culture by fostering collaboration, consistency, and proactive communication

What You Bring

Education & Experience

- Post-secondary education in business administration, non-profit management, facilities management, or a related field
- 5-7+ years of experience in operations, administration, or organizational leadership, ideally in a church or non-profit setting
- Experience overseeing budgets, facilities, staff, and volunteer teams
- Background in developing systems and processes that enable long-term organizational effectiveness
- An equivalent combination of experience and education will be considered.

Skills & Attributes

- Highly organized and systems-minded, able to translate vision into clear plans and timelines that keep operations running smoothly
- Strong planning and project management skills, with the ability to coordinate multiple priorities such as facility oversight, events, and long-term initiatives
- Sound understanding of financial stewardship, with the ability to manage budgets, interpret reports, and support informed decision-making
- Able to design and refine administrative, HR, and operational systems that improve efficiency, communication, and accountability
- Skilled at engaging, organizing, and developing people, fostering collaboration, supporting performance, and helping staff and volunteers succeed in their roles
- Naturally relational, with strong interpersonal and communication skills that build trust, clarity, and follow-through across staff, volunteers, and vendors
- Strategic thinker who proactively balances short-term operational needs with long-term planning and capacity building
- Approaches work with humility, curiosity, and a desire to learn, understanding that systems and people evolve together
- Comfortable with technology and digital tools that enhance communication, planning, and workflow management

Position Requirements

- Legally able to work in Canada
- Able to work onsite in Richmond Hill, including Sundays and some evenings or holidays
- Can provide a satisfactory Criminal Record Check and Vulnerable Sector Check
- Demonstrates alignment with The Christian and Missionary Alliance's doctrine and statements of faith

Why Join Us

Summit Community Church is a growing, missional church passionate about guiding people to know and intentionally follow Jesus. You'll be part of a dedicated team and a vibrant church community committed to shaping the next generation for Christ. For more information, check us out at: www.summitcommunity.ca.

How to Apply

Submit your cover letter and resume in one document to gerry@summitcommunity.ca. Applications will be accepted until we have received sufficient qualified interest in the role. We thank all applicants for their interest; those selected for follow-up will be contacted directly.

Summit Community Church is committed to creating an inclusive, accessible, and equitable workplace, and we welcome applications from people of all backgrounds. If you need accommodation in any stage of the recruitment or selection process, please let us know and we will handle your request confidentially and provide reasonable accommodation to support your participation.