



## **EMPLOYMENT OPPORTUNITY FOR PASTOR OF OPERATIONS**

Saint Mark Baptist Church  
5722 West 12<sup>th</sup> Street  
Little Rock, AR 72204  
[www.smark.org](http://www.smark.org)

### **Church Overview**

Saint Mark Baptist Church was founded in 1892 and is a community of followers of Jesus Christ in the heart of Little Rock, the capital of the state of Arkansas. We are a progressive outreach driven church with an updated branding that speaks to who we are as a ministry. "You.Grow.Here." was launched in 2014 under the leadership of our senior pastor, Dr. Phillip L. Pointer, Sr. Our congregation is comprised of over 8000 members with a total of 50 full-time and part-time staff and a host of hard-working volunteers. We have three (3) Sunday morning worship services at 8, 10 and 11:30 a.m. as well as simultaneous worship services that are tailored for children and students of all ages. We also have a Board of Elders and about 40 deacons serving the congregation. Our church offers over 75 ministries on our 14-acre campus with facilities that include a Worship Center, Family Life Center, Education/Outreach Center, and a newly constructed Students and Youth Center.

### **Position Overview**

The Pastor of Operations will work under the direction of the Executive Pastor to provide leadership for the efficient, effective and safe administration of all physical assets of the church. The Pastor of Operations also provides for the proper utilization of all furniture, hardware, equipment, and facilities. Ensure that the facility is safely and securely maintained and managed.

### **Responsibilities:**

- Give/Direct supervision to the maintenance department of the church and provide guidance to the maintenance staff.
- Maintain safety and security compliance codes of the church; periodically review insurance requirements; inspect the church to ensure safe, attractive and secure habitat.
- Maintain an inventory of all church property; periodically verify presence and condition; and make recommendations concerning the replacement, upgrade, or purchase of capital equipment.
- Serve as purchasing agent for capital expenditures for the church.
- Manage the major service contracts including computer services, landscape services, HVAC, plumbing, utilities, etc.
- Serve as the property manager of all church owned rental properties.
- Develop and maintain an emergency response plan for the church, which includes giving leadership and oversight to the Security Ministry of the church.
- Assist the Executive Pastor in negotiating and executing property acquisitions and renovation projects as needed.
- Assist the Executive Pastor in administering business operations of the church including capital campaigns and construction projects as needed.
- Serve as the Project Manager (Owner's Representative) for all Construction projects.
- Serve as the Division Servant of the Ministry Support Division and give oversight to the ministries therein.

11/2018

Job posting

- Serve as the “Event Planner” for Church-wide functions.

### **Qualifications**

- This position requires a broad base of knowledge and expertise in facilities management.
- The position requires a Bachelor’s degree from an accredited college/university in business, construction management, public administration or related/relevant degree field.
- A minimum of five years of progressive experience in the coordination of all church operations activities from weekend service logistics and security through on going care and maintenance of facilities and grounds.
- Strong interpersonal skills with the ability to engage diverse groups of people.
- Effective oral and written communication skills.
- Ability to manage multiple priorities simultaneously to meet strict deadlines.
- Ability to handle conflict and difficult interpersonal situations with tact and diplomacy.
- Sound understanding of federal, state, and local laws; and possess an in-depth knowledge of contracts.
- Critical thinking to effectively solve facility management issues.
- Demonstrate the ability to make informed decisions based on data and statistics.
- Strong organizational skills and ability to maintain strict confidentiality.
- Ability to work independently without close supervision under critical time deadlines and be able to re-evaluate priorities while exercising discretion and good judgment.
- Healthy personal and family life.

### **Applicant requirements**

To apply for the position, please provide each of the following items in the same package. Only applicants with the following completed items will be acknowledged and reviewed.

- Cover letter introducing yourself including personal testimony of faith
- Application with Resume

Please send the information listed above via one of the following methods:

- **Email** DOC or PDF format to [smbcsearch@smark.org](mailto:smbcsearch@smark.org)
- **Mail** to: Attention HR Generalist, Saint Mark Baptist Church, 5722 West 12<sup>th</sup> Street, Little Rock, Arkansas 72204.
- **Hand-deliver** to Saint Mark Baptist Church Students & Youth Center (Atrium Front Desk) 5722 West 12<sup>th</sup> Street Little Rock, AR 72204.

### **Background**

A nationwide, comprehensive background search will be required of all final candidates.

### **Deadline**

Application packets must be received **December 31, 2018**. The HR Generalist will acknowledge receipt of all applicant required documents. Incomplete packets will not be accepted.

### **CONTACT:**

Mabeline Hansberry, HR Generalist  
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