

The Position

Organization	South Mountain Community Church
Title	Executive Director of Church Operations
Location	Draper, Utah
Weekly Attendance	3000
Denomination/Affiliation	Non-denominational
Website	https://www.smccutah.org/

Meet South Mountain Community Church

Located in Draper, Utah, South Mountain Community Church (SMCC) is an evangelical non-denominational Christian church meeting at five geographically separated campuses throughout Utah: Draper, Lehi, South Jordan, St. George, and our Spanish speaking, International Campus – making SMCC a “multi-site” church. The SMCC campuses are the primary organizational vehicle for executing the ministry strategy of the church. SMCC employs a paid staff of 21 full-time and nine part-time employees to run the church. Approximately 3,000 people attend worship services and other ministry programming at each of the five campuses every week. SMCC also has a “partner church” program whereby other churches can utilize SMCC material and content. However, a SMCC partner church is governed by its own Board of Directors. Currently, two churches participate in the SMCC partner church program.

The History of SMCC

In March 1998, Paul and Jini Robie moved with their two boys, Benjamin and Evan, to plant a church in Draper, Utah. By October 1998, they had two home groups and had gathered a core group of 14 adults including Mike Bell (Youth and Music Pastor) and his wife, Joani, from Seattle. This small but





enthusiastic group decided that it was time to meet on Sundays, so the meeting space (2,000 square feet in an office complex) was leased and built out, and they had 45 people at their first church service.

In 2003, SMCC became a “parent” of a daughter church, Shadow Mountain Church in West Jordan, which has since become the SMCC International campus.

In 2012, the SMCC Draper Campus moved into its own 42,000 square foot facility. This beautiful facility is a significant statement to the greater Salt Lake community that Biblical Christianity is alive and well in Utah. It is also a meeting place for extra-large events for the area churches to come together. The Draper campus also houses the Campus Support Team for SMCC. Along with Paul Robie, this is the staff who lead and support the SMCC campuses.

The SMCC church family is constantly growing, regularly averaging 3,000 in regular attendance, and experiencing real and meaningful life-change (over 1,500 baptisms). In the fall of 2015, we launched our 5th campus and in 2018 we built a permanent facility for our South Jordan campus. Over the years, we have maintained a heart of gratitude as we are careful to intentionally thank God for His goodness and generous grace on us as a church.

Vision, Mission, & Beliefs

As stated by South Mountain Community Church

MISSION

We exist to help as many people as possible take their next step toward becoming Fully Devoted and Fully Delighted followers of Jesus Christ.

VISION & VALUES

Our vision (preferred future) isn't about the size of our ministry or any particular accomplishment. Instead, we envision SMCC as a particular kind of church; a healthy church with a specific kind of culture. We are committed to being a church where:

- The fully engaged attendees value and serve the guest.
- Everyone can belong before they believe.
- Maturity is measured by how well we love God and others.
- We trust the process in which God changes us from the inside out.
- The truth of the bible is explained in a helpful and hopeful way.



BELIEFS

- We believe the Bible to be inspired and infallible, and as such, the supreme authority in faith and life.
- We believe that there is one God, eternally existing in three persons - Father, Son (Jesus Christ), and Holy Spirit.
- We believe that Jesus Christ, by offering Himself on the cross, paid the penalty of man's sin, and all who receive Him by faith are born of the Holy Spirit and thereby become children of God.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost - those that are saved to the resurrection of eternal life and those that are lost to the resurrection of condemnation and eternal separation from God.
- We believe in the spiritual unity of all believers in our Lord Jesus Christ, as He is understood from the Bible alone, regardless of denomination affiliation.
- We believe that baptism is an outward sign of an inward reality, demonstrating that a person has a new life in Jesus Christ and the recognition of the living presence of the Holy Spirit.
- We believe that our purpose for living is to glorify God by enjoying Him forever.

Ministry Programming

FULLY ENGAGED

At SMCC, we do not have a membership. Our desire is not to create a "club" or "insider" focused church. In fact, our desire is the opposite. We believe in honoring and serving the guest. That is why we ask people who call SMCC their home to become Fully Engaged. Becoming Fully Engaged involves these four activities:

- Participating in a Group
- Serving on a Team
- Being a Growing Giver
- Investing in & Inviting Others

BAPTISM



At SMCC, we believe that baptism is an outward expression of an inward change. Although baptism does not actually "save" you, we do believe that baptism is a physical expression of a spiritual reality.

GROUPS

We believe that community not only happens in rows but also in circles. People often think of church only as happening in rows (being at church on Sundays), but we think it's just as important for people to be involved in circles during the week (through groups). Groups are a way for people to engage in community through discussion and personal relationships. Groups allow people to live life with each other and grow in relationship with God and each other.

TEAMS

Teams are what make Sundays happen at SMCC. Those who serve on a team allow us to create environments where people can belong before they believe. Joining a team is a simple next step that allows you to serve others, form community with people, and be a part of something greater than yourself.

GIVING

Giving is a privilege and delight for those who consider SMCC their home church. Giving is a great next step for those who want to fund the mission of helping as many people as possible become fully devoted and fully delighted followers of Jesus. For some, this might simply be the next step of trusting God with their finances. There are options to set up automatic recurring giving online, as well as giving in person at one of our locations.

More information about the ministries at South Mountain Community Church can be found at <https://www.smccutah.org/>.

Weekend Programming

This varies by campus but most campuses are following this format during the Covid season:

SUNDAYS | 9:45AM & 11:15AM

ONLINE SERVICE | 9:45AM



What it's like to live in Draper, Utah:

Draper, Utah is a suburban community located in the southern end of the Salt Lake Valley approximately 20 minutes (drive time) south of downtown Salt Lake City (SLC). This proximity to SLC gives residents easy access to all the amenities of a major urban center such as museums, concert halls, professional sports venues, restaurants, parks, and high-end retail shopping. Situated on the southeastern end of the Salt Lake Valley places Draper literally in the shadows of the Wasatch mountains. These mountains are the western edge of the Rockies and give residents immediate access to massive acreage for outdoor activities such as hiking, mountain biking, camping, skiing, hunting and fishing. The world renowned ski resorts of Alta, Snowbird, Brighton, Solitude, Park City Mountain Resort, and Deer Valley are all within a 15 - 45 minute drive. This easy access to a major urban center coupled with fabulous outdoor recreation makes Draper a highly desirable location.

Draper itself is a typical suburban town consisting predominantly of single-family home neighborhoods, shopping areas, restaurants, business parks, and community parks. The healthcare, information technology, and mining industries serve as the dominant employers for Draper residents. Companies such as Intermountain Healthcare, Ebay, Amazon, Adobe, Cisco, and Rio Tinto (Kennecott Copper Mine) sustain major operations in the local area. The local school districts consistently rank among the top school districts in Utah.

Draper, Utah is a unique, close-knit, and ever-growing community that is fully equipped with great views of the mountains. There are beautiful lush green parks in the area for biking, hiking, and other outdoor activities. The area offers its residents various shopping and dining options and fun entertainment at the local amphitheater close by. Whether it's exploring nature at Draper City Park or visiting the Cowabunga Bay Water Park, there are several fun things to do here.

Salt Lake City gives locals the ability to have direct access to bigger city amenities such as a diverse music and arts scene, charming coffee shops, and a wide variety of museums. Living in this region allows people to experience all four seasons throughout the year. Overall, this quiet and well-kept area is a great place to visit and call home.

Reporting Relationships

Reports to: Lead Pastor



About the Executive Director of Church Operations

The Executive Director of Operations (EDCO) at South Mountain Community Church will build and manage a Campus Support Team that focuses on financial reporting, human resources, IT and social media presence and other items that impact multiple campuses. They will oversee and coordinate the day-to-day **administrative** operations. Their primary responsibility focuses on developing and implementing financial reporting, human resources, and managing the campus support team. They will oversee and coordinate the day-to-day operations of the church as well as manage the physical facilities and equipment of SMCC.

The EDCO works closely with the church Board of Elders, Lead Pastor, Executive Pastor of Ministry, and the Campus Pastors. This position functions as the overall project manager and operations coordinator to implement the church's multi-site strategy.

Duties and Responsibilities

The effective Executive Director of Church Operations will:

- Oversee human resources operations, including working with the lead pastor and campus pastors to hire, reposition, transition, discipline, and transition staff as needed.
- Supervise the hiring of administrative staff and the evaluation of their performance.
- Oversee the financial operations and reporting such as:
 - Oversee budget development and tracking.
 - Assist staff in managing campus and ministry budgets.
 - Oversee financial, budget, and operations for fundraising operations.
- Oversee IT functions including systems and hardware, webpage maintenance, infrastructure (internet connectivity, firewalls, VOIP, WIFI, and other IT systems), social media accounts, and other communications.
- Develop and implement a formal Emergency Operations Plan ensuring the church is prepared for and capable of handling situations that might constitute an emergency.
- Develop, train, and implement fiscal and administrative policies, processes, and procedures to ensure compliance with applicable regulations, environments, and elder board direction.
- Responsible for all administrative duties and staff performance.
- Responsible for coaching and guiding staff and volunteers.



- Responsible for facilities and equipment upkeep, maintenance, and repair.
- Review vendor and contractor relations, as well as purchasing and procurement opportunities.
- Strengthen the operational infrastructure through the development and implementation of key systems, processes, and methods.
- Support any and all church-wide ministries.
- Support the safety and environmental excellence of all facilities.

Candidate Profile: What you bring

The following describes many of the characteristics of the ideal candidate for the Executive Director of Operations:

Education & Experience

- Bachelor's Degree in Operations or Business Management or a certified HR professional with a financial background.
- Minimum of 5 to 7 years of experience as an operations professional in a corporate or church environment.
- Multi-site church experience is strongly preferred.
- Formal experience in leading individuals or teams.
- Working knowledge of web and other IT applications.
- Experienced in Microsoft and/or Planning Center Operations would be helpful.

Employment Requirements

- Employee spouses are asked to participate as a volunteer and be active in the church
- Employees are required to tithe 10% of income to SMCC
- Employees participate in an SMCC small group, home group, or Bible study
- Employees must submit to a drug test and background check

Personal Characteristics

- Strong leader and developer of individuals and teams.
- Ability to multitask and manage numerous ongoing projects simultaneously.
- Solid work ethics and integrity.
- Experienced in working within an innovative, outsider-focused, and multisite church.
- Able to analyze data, gather feedback, and execute a decision efficiently.



- A mature and growing walk with Christ.
- Loyal, dedicated, and able to commit long-term to the vision, strategy, and values of South Mountain Community Church.
- In love with the local church and desires to be a part of making decisions and casting vision for the church.
- Fully committed to a regular devotional life of prayer, Bible study, and discipleship.
- Has the genuine heart of a shepherd with a strong gift of leadership.
- Innovative, proactive, resourceful, and effective problem solver.
- Strong communications skills across multiple disciplines.

Applying

If you believe that you would be a good fit for this position and for the organization, please send your resume and cover letter to jobs@smccutah.org.