

# StoneBridge Church

## Director of Operations

### Application for Employment

---

**Job Description:** We are looking for an organizational leader with a heart for the local church to both manage finances, facilities, and human resources and provide strategic leadership for the major operational components of StoneBridge.

**This is a full-time position:**

- 40-45hrs/week
- Sun -Thurs

**Major Areas of Responsibility:**

- **Strategic Leadership** - forward thinking for the operations of StoneBridge; including but not limited to:
  - Improving stewardship of church resources
  - Creating more effective policies and procedures including security, hiring, and performance management
  - Determining best use of building for ministry
  - Developing infrastructure to better support ministry partners and church planting
  - Recommending potential upgrades to employee benefits
  - Leading monthly Admin Team meetings
- **Finances**- work with the Ministry Leaders and the Administrative Team to provide overall oversight and management of all financial operations of StoneBridge including but not limited to:
  - Oversight and management of bookkeeping functions - weekly deposits, bill paying, monthly financial reports, maintain donor records, end of year statements
  - Supervising the Bookkeeper
  - Payroll
  - Budget - work with Ministry Leaders to create an annual budget and manage the budget approval process with Admin Team, track/manage expenses to the budget throughout the year
- **Facilities**- primary leader; provide overall oversight and management of the StoneBridge campus including but not limited to:
  - Supervising the facility manager
  - Managing all vendors/contractors - including IT, Landscaping, Cleaning, HVAC
  - Leading the Security Team
- **Human Resources** – primary leader for all HR functions including but not limited to:
  - New employee onboarding
  - Vacation requests
  - Maintaining Employee Handbook and staff policies and procedures in accordance with applicable laws
  - Supporting the Ministry Leaders in the leadership of their respective teams



## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

## Current and Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Current Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your current supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Are you presently attending a church? \_\_\_\_\_ If so, where? : \_\_\_\_\_

How long have you attended? \_\_\_\_\_

Have you read and do you agree with our statement of faith? :  
<https://stonebridgemarietta.org/about-stonebridge/statement-of-faith/>

---

## Disclaimer and Signature

I certify that answers given in this application are true and complete to the best of my knowledge. I understand, authorize, and agree that StoneBridge Church may conduct national and local criminal biographical searches, state sexual offender searches, credit files and motor vehicle checks wherever available. I agree to sign any and all authorizations by appropriate companies or entities who are engaged in, including, but not limited to Georgia Bureau of Investigation. The Federal Bureau of Investigation, and any and all other law enforcement agencies or authorities or governmental agencies that would have the information available. Furthermore, I agree to sign any and all authorizations required or deemed necessary by the appropriate credit agencies to provide an adequate credit history.

In the event that I am employed, I understand that any false or misleading information I knowingly provided in my application or interview(s) may result in discharge and/or legal action. I understand also that if employed, I am required to abide by all the rules and regulations of StoneBridge Church and any special agreements reached by StoneBridge Church.

This application shall be considered active for no more than 45 days. After that time, applicants may be required to resubmit a completed application.

The applicant understands that neither this document nor any offer of employment from this employer constitutes an employment contract.

All employment here is At-Will. Just as an employee may resign for any reason, StoneBridge Church may terminate an employee for any reason.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_