

## **Director of Operations**

### **Morningstar Christian Fellowship**

**Scarborough, Ontario**

**Part-Time | 16 hours/week | Two-Year Contract | Salary: \$32,000**

Morningstar Christian Fellowship is seeking a Director of Operations to provide organizational leadership, administrative oversight, and strategic coordination across the life of the church. This part-time role is suited for a mature Christian leader with strong skills in administration, systems, staff support, and ministry coordination.

Morningstar Christian Fellowship is a Reformed, complementarian church in the heart of Scarborough and a member of The Fellowship of Evangelical Baptist Churches in Canada. Our mission is to know Jesus and make Him known. The Director of Operations will help ensure that the church's ministries, elders, staff, systems, and structures are aligned and functioning in a way that supports our mission. The Director of Operations reports directly to the Senior Pastor who reports to the Board of Elders.

### **Position Summary**

The Director of Operations exists to support the mission of Morningstar Christian Fellowship by overseeing the church's operational systems, administrative processes, staff coordination, and organizational rhythms. This role translates pastoral direction and elder oversight into effective execution, healthy accountability, and sustainable ministry support.

### **Key Responsibilities**

- Develop, implement, and improve the operational systems, structures, and administrative processes of the church
- Provide supervision and administrative leadership to office and administrative staff
- Support ministry staff in planning, goal setting, measurable outcomes, and accountability rhythms
- Foster alignment and coordination across ministries, programs, and departments
- Oversee the administration of the master church calendar, including events, programs, and facility use
- Strengthen internal systems, communication pathways, and organizational processes to support effective ministry execution
- Provide regular operational reporting and implementation updates to the Senior Pastor

- Attend Board of Elders meetings as an invited guest to offer operational insight and reporting, without voting or governing authority

## **Qualifications**

The ideal candidate will demonstrate:

- A mature and godly Christian faith marked by integrity, wisdom, humility, and emotional maturity
- Alignment with the doctrinal commitments, ministry philosophy, and spiritual direction of Morningstar Christian Fellowship
- Demonstrated ability in leadership, staff supervision, systems implementation, organizational management, and project execution
- Strong competency in administration, strategic planning, team coordination, and performance accountability

## **Requirements**

- Willingness to become a member of Morningstar Christian Fellowship
- Availability for a minimum of **16 hours per week**, including some evenings and weekends
- Successful completion of a police check screening process

## **Christian Character & Conduct**

For the glory of God and the good of His people, the Director of Operations is expected to:

- Conform to the Membership Agreement of MCF
- Demonstrate Christian love in all relationships
- Guard the spiritual, emotional, and physical health of themselves and their family

## **Compensation**

**Salary:** \$32,000 annually

## **How to Apply**

Please submit your resume and cover letter to Justin Huffman ([Justin.Huffman@morningstarfellowship.ca](mailto:Justin.Huffman@morningstarfellowship.ca)) by May 6, 2026.