Congregational Church of san mateo

...open, progressive, spiritual

Job Position: Director of Operations
at the Congregational Church of San Mateo, United Church of Christ

Hours: 36 hours/week, salaried

Compensation & Benefits:
$85,000 annual salary. Up to $8,000 a year toward health coverage. About three weeks of paid vacation to start, paid sick leave, 12 paid holidays, bereavement leave, and parental leave.

Location: On-site, San Mateo, California

Reports to: Senior Minister

Is this you?

Some days at CCSM go exactly as planned. Most don't. The water heater goes out at 8:45. A family walks in to talk about where their mother's ashes will rest. A wedding planner needs to see our Fellowship Hall, or a volunteer can't find last year's file on the shared drive.

The right person for this job doesn't see a ruined day. They see an orchestra that needs a conductor. They make it work, and they do it in a way that leaves people feeling cared for.

Why this role, why now

CCSM is a progressive, inclusive church with a busy campus that serves far more than our Sunday congregation. Community groups, tenants, weddings, memorials, concerts, a daily meal service, and neighbors walking in off the street all pass through our doors.

We're at a moment of real rebuilding. We know our systems haven't kept up with how we actually work. We pay for tools we don't fully use, our files live in too many places, and information gets lost when one ministry leader hands it off to the next. We're also rethinking what belongs to staff and what belongs to volunteers.

This isn't a role where you inherit a finished machine and keep it oiled. You'll work side by side with the Senior Minister and church leadership to shape how CCSM runs for years to come.

You don't need to be a person of faith to thrive here, but you *do* need to bring our **values of social justice, equity, and welcoming everyone** to your work.

What you'll do

- **Be the face of CCSM on weekdays.** When the ministers are out, you're who people find. Members, guests, walk-ins, and pastoral care calls will come to you first, sometimes from people on their hardest days. You'll meet them with compassion, and know when to help directly and when to connect someone with a minister.
- **Bring our systems into 2026 and beyond.** We run on Google Workspace and Planning Center, and we're only scratching the surface of what they can do. You'll lead the work of digitizing records, building a filing system people can actually use, streamlining subscriptions, and making sure knowledge stays with the church when people move on.
- **Care for our campus.** Oversee day-to-day facility operations, maintenance, repairs, security, inspections, and vendors. You'll serve as staff partner to our Building and Grounds Chair and the dedicated team of volunteers who know this building inside and out. That means honoring their experience, setting priorities together, and making sure projects cross the finish line.

- **Welcome everyone who uses our space.** You're the staff point for rentals, tenants, and outside groups, from long-term community partners to Saturday weddings and memorial services. You'll oversee contracts, scheduling, access, and setup, and supervise the staff and volunteers who provide day-of support.
- **Help grow what sustains us.** Like many churches, we're looking for revenue beyond Sunday giving, through one-time rentals, grants, and ideas you may bring. You'll work alongside our Finance Committee and a volunteer development lead, always balancing outside rentals with the needs of our church and community partners.
- **Walk with families in times of loss.** Families come to us at tender moments to arrange a final resting place in our Memorial Garden, for someone they love or themselves. You'll meet with them, answer questions with patience, and handle the details so they don't have to carry them.
- **Lead a small team.** Supervise our custodial staff, bookkeeper, and front-office volunteers. (No accounting expertise required. Our bookkeeper handles the books; you make sure things flow.)
- **Steward our resources.** Build and manage the office, facilities, and operations budgets with the Senior Minister, Treasurer, and Building and Grounds Chair, and oversee vendor contracts and payments.
- **Keep our records in order.** Coordinate onboarding and offboarding, keep personnel and compliance records current, and serve as CCSM's Custodian of Records.

Spanish language skills are a real plus but not required.

You'll thrive here if

- You stay steady when the plan changes, and you can reprioritize without losing the thread
- You get genuine satisfaction from turning a messy shared drive into something clean and findable
- People walk away from a conversation with you feeling heard, whether they're a grieving widow or a frustrated vendor
- You finish what you start, and you bring volunteers and staff along so they feel part of the work

- You learn new technology quickly and enjoy teaching others

This probably isn't the job for you if

A broken boiler can wreck your whole day, or you need a predictable to-do list to feel successful. Interruptions aren't a distraction from this job. They're a big part of it.

Schedule and flexibility

This is an on-site role, and being present matters. Our office hours are 10 to 4, and you'll be a big part of what makes those hours feel welcoming. Some evenings and weekends come with rentals and special events. We also know life happens. If your kid is sick, your mom needs you, or your grandson has a soccer game on Tuesday afternoon, we'll work it out together. We just ask that you help make sure the office is covered.

How to apply

Email your resume and a short cover letter to **office@ccsm-ucc.org** with "Director of Operations Application" in the subject line. We'll review applications as they come in, so don't wait too long.

About CCSM:

CCSM and the United Church of Christ are known for their progressive and inclusive approach to faith, emphasizing social justice, equity, and community engagement. The Director will be expected to bring these values of welcome and dignity in their work.