

Church Manager Job Description

Hours: 40 hours per week based at the Parish Office including part of Sunday.

Salary: £30,000 per annum subject to annual review

Pension: 12% pension contribution to an existing pension of your choice, or workplace pension available.

Annual leave: 28 days plus bank holidays, to be booked in agreement with line manager

Background to the role.

St Andrew's Leyland is a large and thriving reformed, conservative evangelical church in the heart of Lancashire which has grown significantly in the last 10 years. On an average Sunday, more than 300 adults and 100 children will pass through our doors, with many more during the week. We are passionate about seeing lives changed under the power of God's Word, and thrilled about the opportunities he is opening for us.

We believe in the complementarity of men and women so the PCC have passed a resolution under the House of Bishops' Declaration. Teams of lay volunteers, men and women, work happily together in a whole host of different ministries aimed at reaching people of all ages and stages.

Purpose of the role

This is a new role, and responsibilities may well change and evolve as systems and structures are put in place. The real crux of this role is in bringing your skills and your Christian maturity and experience to work with the senior ministry staff and focus the church and its ministries onto the vision it has adopted. As part of the church's senior leadership team and answering to the vicar, this new staff member would provide leadership to the church as a mature Christian, alongside the vicars and churchwardens, in the areas of operations, communication, finance, personnel and property.

This role reports to the Vicar, and will be responsible for supervising various other church staff, including the Office administrator, site supervisor and communications officer.

- **People:** helping us become a church where every person uses their gifts to serve others appropriately:
 - Line managing a number of staff; structuring their duties, some of which may not have been their responsibility in the past, in order to relieve some of the pressure currently falling on the vicar.
 - Recruit, co-ordinate and encourage a number of volunteers to enable them to flourish in their roles and support of a wide variety of church activities.
 - Chair our Buildings and Operations Task Team, overseeing both our property and our buildings, ensuring that they're well maintained and serving our aims to **REACH, GROW** and **SEND**.
 - Supporting our other Task Teams (Groups of church members who are responsible for areas of service): Youth and Children's Task Team, Mission Task Team, Discipleship Task Team, World Mission Task Team and our Communications Task Team, meeting with the chairs of these Task Teams regularly, and bringing the chairs together.
 - Model a mature dependence on the mercy and grace of Christ in daily life, walking closely with him in personal relationship, and being an active member of at least one congregation at St Andrew's, attending prayer meetings where possible.
- **Projects:** ensure the church stays on task with the activities that support delivering the vision for the church.
 - Oversee the operational & project management of our growing church, ensuring structures and systems are in place and co-ordinated effectively to meet the needs of our ministries. This includes overseeing our policies, procedures and HR requirements.
 - Mobilise all resources within our church to ensure that the church makes best use of what God has given us.
 - Implement and manage the operational changes for the longer-term objectives through the provision of effective management and coordination of activities.

As a Christian, the post-holder will understand the importance and urgency of the gospel, and our need to focus on the key areas to support the church to deliver the vision of **REACH** out, **GROW** to maturity and **SEND** on. The post holder will be given the opportunity to meet formally with the vicar every six months in order to review progress and discuss any ongoing issues that arise. They will also be co-opted onto the PCC and Standing Committee.

Church Manager Person Specification

Background / Experience Required

As a faith-based organisation and place of Christian worship, our beliefs are foundational to everything we do. The Church Manager will be a committed Evangelical Christian and their belief will inform all aspects of the performance of their role. They will be committed to the beliefs and aims of St Andrew's and will also have experience of:

- Staff management.
- Working within budget constraints.
- Managing projects of a diverse nature in terms of scale and expense.
- Being part of a leadership team, working co-operatively and collaboratively with others.

This position requires an exceptional degree of professionalism and the ability to work in an ever-changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential. Equally the Church Manager will need confident and proven organisational, communication and interpersonal skills.

<p>Experience</p> <ul style="list-style-type: none"> • Experience in creating effective teams, including experience of line managing other people and delegating effectively. • Significant business experience with the ability to both develop strategies and execute action plans to deliver the vision. • Experience managing projects of a diverse and complex nature • Experience of delivering projects within tight budget constraints. • Leadership experience in a church ministry context (e.g. Small group leader, Youth and Children's, Congregational leadership role etc.) • Experience recruiting and managing volunteers • Experience writing and implementing policies and procedures • Experience writing and adhering to budgets 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of how a church operates on a daily/weekly basis • Knowledge of resources management (security, insurance, legislation etc.) • Knowledge of the Church of England, local and Diocesan structures and processes • Knowledge of local community for the purposes of outreach, and sourcing materials and labour for projects 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>

Skills and Competencies	
<ul style="list-style-type: none"> • Excellent interpersonal skills – a collaborative team player able to empathise and support in pastoral/managerial situations as well as having the skills and credibility to be able constructively and graciously to confront and challenge colleagues when the situation demands. Able to work with and influence all types of people. 	Essential
<ul style="list-style-type: none"> • Able to work well under stress, and know how to manage yourself and others when working under pressure. 	Essential
<ul style="list-style-type: none"> • A willingness to make informed and sound decisions and wisdom to judge when wider discussion and authorisation is required. 	Essential
<ul style="list-style-type: none"> • Strong problem-solving skills and a passion for ensuring that details are correct and conclusions are well founded. 	Essential
<ul style="list-style-type: none"> • A good communicator, verbally and in writing; able to chair meetings and give presentations to groups. 	Essential
<ul style="list-style-type: none"> • Computer literacy (word processing, spreadsheets, e-mail and Internet apps) 	Essential
<ul style="list-style-type: none"> • Comfortable with managing and analysing data and financial statements. 	Desirable
<ul style="list-style-type: none"> • Educated to degree level 	Desirable
<ul style="list-style-type: none"> • Degree in theology or similar theological education. 	Desirable
Personal Attributes	
<ul style="list-style-type: none"> • A mature evangelical commitment to Jesus Christ as Lord and Saviour and to building God’s Kingdom to his glory. 	Essential
<ul style="list-style-type: none"> • A person of integrity with a godly character, a person of prayer seeking to apply biblical principles to working life and showing evidence of calling to the role 	Essential
<ul style="list-style-type: none"> • An ability to respect matters of confidentiality and sensitivity 	Essential