

Job Description

Job Title: Church Manager
Reporting to: Senior Minister (or during pastoral vacancy, Associate Minister)

Purpose

- To serve on the Leadership Team and to work collaboratively with the Ministers and with the Deacons, helping RBC to thrive and fulfil its vision
- To take a lead in the management and care of volunteer leaders and post holders
- To manage the Church's resources of people, buildings, IT and finances, developing effective, efficient and flexible administrative processes, and robust and appropriate structures for leadership, management and governance
- To oversee the week by week preparation and delivery of RBC's Sunday programme, ensuring that this 'weekly shop window' flourishes.

Tasks

To serve on the Leadership Team and to work collaboratively with the Ministers and with the Deacons, helping RBC to thrive and fulfil its vision

- Meet weekly 1:1 with the Ministers and regularly with the Church Secretary to discuss, review and prioritise church activity
- Work with the Diaconate, developing strategies and implementation plans to deliver the church's vision;
- As a member of the RBC Leadership, the Church Manager will be expected to play a full part in team responsibilities and events, contributing to the wider mission and vision of the Church.

To take a lead in the management and care of volunteer leaders and post holders

- Share in line management responsibilities and to ensure an annual programme of review (appraisal) and objectives setting is followed
- Facilitate team meetings, ensuring suitable agendas are set, that actions are understood, communicated and followed up;
- Ensure that post holders are aware of decisions that have been made and that ensuing responsibilities are clear;
- Chair regular Operational meetings to facilitate the work of 'well-oiled' and effective church teams.
- Oversee and supervise policies and procedures, drawing upon volunteer resources within the congregation, but functioning as the main focal point for this area of responsibility.
- Upholding standards of Christian welcome, witness and service in meeting the needs of the congregation and other users of the church premises.

To manage the Church's resources of buildings, IT and finances, developing effective, efficient and flexible systems and processes, and robust and appropriate structures for leadership, management and governance

- In collaboration with the diaconate, to develop and maintain agreed levels of service – for facilities, hospitality & security etc.
- Ensure the use of church premises supports and fulfils the vision of the church
- Be active in supporting ongoing building management, ensuring that the diaconate fulfils its fabric, safeguarding and health & safety responsibilities, i.e. organising the quinquennial review, liaising with external contractors, managing any associated repair works, completing risk assessments, arranging the maintenance of other church property and managing insurance arrangements
- To be responsible, to the church's treasurer, for the appropriate use of the church's finances, by managing and preparing the church's annual budget and monitoring / reporting on income & expenditure throughout the year. It is expected that the postholder will trial and introduce a modern charity accounts management system.
- In consultation with the Treasurer, manage the end of year accounts process.
- To trial and introduce a modern church management system, ensuring GDPR compliance and the provision of an effective I.T. tool to support the mission of the church.

To oversee the week by week preparation and delivery of RBC's Sunday programme, ensuring that this 'weekly shop window' flourishes.

- Develop and oversee a regular pattern of service planning and review, to ensure alongside the Minister, that Sundays at RBC are well planned, well executed and ultimately flourishing.
- To oversee and promote the creative and effective use of communication to the church congregation and beyond, utilising modern forms of communication to reach younger generations.

As the sole employed member of the administration team, the Church Manager will initially have to take a hands-on role in all aspects of church administration. It is envisaged that the post-holder will build a team (voluntary or employed as future finance allows) to share in this work and develop the provision going forward. Implementing modern systems and using helpful I.T. systems will improve efficiency and provide the foundation for this team to develop. It is the expectation that the appointment of a church manager will offer opportunities to increase revenues for the church, and this could provide scope for increasing the hours of the post in due course.

It is acknowledged that the delivery of all the responsibilities within this job description is beyond the capacity of a part time (24.5hrs p/w role). Therefore, it will be for the post-holder to agree with the Associate Minister and the church secretary, priorities for the initial 6-12 months of the post, with a phased introduction of tasks and oversight where necessary. Overall responsibility for many aspects of this ministry is with the Diaconate, who will need to remain intentionally pro-active in supporting the newly appointed Church Manager.

Please note: This is a new post and aspects of the job description may be subject to alteration as the role develops.

Regular Meetings

- To attend Staff and Diaconate meetings
- To attend the relevant diaconate sub-committee meetings – property, finance etc.

Direct Reports

- Church Cleaner
- Any future recruits to the Administration team, whether employed or voluntary

Personal Specification

<p>EDUCATION AND QUALIFICATIONS</p>	<ul style="list-style-type: none"> ▪ Good formal education to a minimum of 'A' level but ideally to degree level; ▪ Preferably trained in management and finance
<p>EXPERIENCE AND SPECIFIC KNOWLEDGE</p>	<ul style="list-style-type: none"> ▪ Proven experience in at least some of the components of the job role ▪ Experience of managing a team; and working with volunteers; ▪ Experience of: <ul style="list-style-type: none"> ○ Project management ○ Budgeting and financial management ○ Facilities & Health and Safety ○ Strategic management and implementation ▪ Skill and experience with community-based and non profit organisations; ▪ Competent I.T. user
<p>SPIRITUAL REQUIREMENTS</p>	<ul style="list-style-type: none"> ▪ Be a committed Christian and enthusiastic about the vision of Rugby Baptist Church; ▪ Have a personal, vibrant relationship with Jesus Christ and a love of God's Word; ▪ Be open to God, through the Holy Spirit and be committed to growing in your faith with personal spiritual disciplines to support your journey. ▪ As a member of the leadership of Rugby Baptist Church, it is expected that the successful candidate will join the worshipping community here to become fully involved with, and help shape, its life and mission. Accordingly, the successful candidate should be able to sign up to the Baptist Union Declaration of Principle (http://baptist.org.uk/dop) and this presents an occupational requirement for the postholder to be a practising Christian.
<p>GIFTS & ABILITIES</p>	<ul style="list-style-type: none"> ▪ Be able to plan, organize, coordinate, and set priorities using skills in independent judgment and decision making in order to meet deadlines and effectively serve church members and the community; ▪ Be able to work effectively as a member of the Leadership team but also to work on your own initiative, 'making it happen' in your own areas of responsibility and ushering 'Vision into Action' ▪ Possess strong interpersonal skills, communicating well in a range of settings, and being able to listen effectively to others. While pastoral care of the congregation is specifically outside the brief, the Church Manager is expected to be pastorally sensitive in their dealing with people. ▪ Ability to communicate tactfully and courteously with people of varied backgrounds, both orally and in writing;
<p>OTHER QUALITIES</p>	<ul style="list-style-type: none"> ▪ Be prepared to work flexibly as the needs of the job require, including evenings; ▪ Have an eye for effective and quality communication concepts. ▪ Work with good humour and resilience.

Employment T&Cs

Work base	Rugby Baptist Church, Regent Place, Rugby
Hours	The post is available initially at part time (24.5hrs p/w) with a view to increasing to full time as funding allows. The 'normal' working day consists of 7 working hours and an hour for lunch, including evenings, although some flexibility is possible. It is envisaged that the post holder will fulfil their duties over 3 ½ working sessions.
Role level	The post-holder will serve on the church leadership team
Salary range	The suggested salary for the role is in the range £23,000 - £28,000 pa, pro-rata
Holidays	These are calculated on the basis of a full time equivalent rate of 25 days a year.
Pension	Rugby Baptist Church will make a pension contribution of 4% of annual salary to a nominated pension provider.
DBS	The appointment is subject to the individual obtaining Enhanced Disclosure from the Disclosure and Barring Service.