

Church Manager Agreement and Job Description March 2016



KNIGHTON
FREE CHURCH
KNIGHTON.ORG.UK

Line Manager: Andrew Upton, Pastor

Accountable to: Pastor and Elders

Start and Termination of this agreement:

Commencement: Monday 22 August 2016. Termination is by 3 months written notice by either side.

Salary Scale: £15,000 - £24,000pa.

Confidentiality: The Church Manager will at times be dealing with confidential personal and financial information and will inevitably see and hear events and church family news in church life. This includes observing those who have come to visit the pastor and pastoral team and participating in Elders' Meetings where pastoral issues are discussed. Utmost discretion and confidentiality is required (including keeping matters confidential from family members) so that at no time our pastoral staff, members or anyone else embarrassed or compromised.

The Church Manager will work as part of a staff team which includes the Senior Pastor, Assistant Pastor, two Pastoral Staff Workers and two Interns. There is also a wider team of Elders and Ministry Team Leaders (MTLs) as well as volunteers who serve the church in many different ways.

Main purpose of the role

- To provide leadership to the church, under the Pastor and Elders, in the areas of administration, personnel, publicity and communication, buildings, projects and events, and compliance.
- To enable achievement of the objectives of KFC through effective management, oversight, coordination and planning of activities that take place in the church family.

Key Responsibilities

Administration

- Providing administrative support to the Pastor, Elders and Staff
- Helping the Pastor to draw up agendas for the Church and Elders' meetings. Taking minutes at both and circulating.
- Developing efficient and effective systems and processes to ensure robust management of church activities.

- Overseeing all church rotas, recording swaps, liaising with volunteers and staff.
- Preparing for Sunday services by overseeing the production of the newssheet and powerpoints as necessary, sending weekly e-mails and reminders to those serving.
- Ensuring the smooth-running of the Church Office including dealing with phone calls, e-mails and enquiries.
- Ordering church supplies such as stationery, refreshments and cleaning supplies.
- Reviewing all expenses on a regular basis to ensure their necessity and that we obtain 'best value'.
- Maintaining the church diary in close consultation with the Pastor, including booking visiting preachers at the request of the Pastor. Co-ordinating the booking and use of rooms in the various church buildings and the booking of the minibus.
- Overseeing the church membership process and updating the members' handbook.

Personnel

- Overseeing Church Ministry Teams and assisting Elders in developing future leaders.
- Liaising with the group leaders that use the building every week.
- Managing any office staff that may be employed from time to time.
- Managing the cleaner and recording their sick and annual leave.
- Assisting the Elders in actively identifying and developing the use of gifts of members in the life of the church.
- Helping Intern Manager in recruiting and hiring interns, arranging termly council of reference meetings, arranging conferences and training days, filling diary and tracking weekly time sheets.
- Helping the Pastor in carrying out interim and annual appraisals of all staff and ensuring appropriate opportunities for personal development and training.

Publicity and Communication

- Overseeing and maintaining the welcome desk and noticeboards.
- Producing publicity and invitation leaflets as needed.
- Ensuring that the church website is kept up-to-date.
- Making sure that appropriate documentation is current, online and available.
- Ensuring that weekly, monthly, quarterly and yearly events are communicated to the church and put on the church website.
- Sending out reminders, collating information and producing the Global Prayer Update each month.

Projects and Events

- Overseeing and delivering projects to meet the church's strategic objectives.
- Planning and delivering regular and one-off events, including recruiting volunteers.

Buildings

- Working with Support Ministry Team Leader to oversee the church building.
- Ordering and overseeing equipment and supplies including literature.
- Overseeing one-off projects eg decorating.

Compliance

- Keeping abreast of all relevant legislation affecting the church and its various activities and groups, including Charity Law (including Accounts and Annual reports), Employment Law, Health & Safety, and Best Practice. They should make use of the advice and/or facilities offered by the FIEC in this respect.
- Filing and storing all certificates and correspondence for the church.
- Ensuring that appropriate insurance cover is maintained for church's activities.

Appendix 1: Qualities required for the Church Manager

- Committed Christian with a strong faith who will always seek to honour the Lord Jesus Christ with the highest standards of Christian discipleship, in both private and public life.
- A member of the church, playing a full part in its life.
- A love for the church family at KFC, at all times seeking to promote peace and harmony amongst the congregation.
- A passion for the gospel and the advance of the Kingdom of God.
- Known as a godly man or woman, with a humble willingness to serve, not run, the church – often behind the scenes and away from the limelight. If an existing member, then a clear demonstration of faithful and humble service in church life should already be evident.
- High standards in all aspects of work, including accuracy.
- The ability "to get things done", at times under pressure.
- A person of the highest integrity and discretion, able to maintain strict confidentiality in regard to all matters relating to church life and ministry.
- Pleasing manner with a pastoral concern for people, able to motivate church members to shoulder responsibility.
- Ability to work well within a team.
- Gifted organiser, with excellent attention to detail.
- Ability to look ahead and plan strategically.
- Good communication skills, written and verbal.
- Sense of humour, able to show genuine care for all he/she meets, including speaking to people on the telephone, whilst recognising additional priorities for dealing with office work.
- Good competence in using computer software (Word, Excel, Powerpoint, Wordpress and Mailchimp), and a willingness to increase existing proficiency where appropriate.

Appendix 2: Further Information

Hours of work:

The position is full time.

The Church Manager is required to be based in the church building during the week and to be present at all major gatherings/meetings of the church, exercising organisational oversight in close liaison with the staff team and various elders/team leaders. This includes Sunday services - morning and evening, monthly prayer meetings and church meetings/ AGMs. They will oversee the arrangements for the behind the scenes preparation and functioning of these meetings (excluding the pastoral leadership dimension of the services). Where they are unable to be present they will ensure that this responsibility is covered by other responsible church members within the church.

Holidays: 24 days plus Bank Holidays (includes at least three working days holiday to be taken at Christmas alongside Bank Holidays)

Closing date for applications: 30 April 2016