# CHURCH MANAGER, ST PAUL'S, ST ALBANS

St Paul's Church
St Albans

## JOB DESCRIPTION

**Title:** **Full time Church Manager**
**Salary:** £22,339 - £27,970 depending on experience. The salary is based on the Diocesan Executive Officer Scale. A housing allowance may be available if required.

**Context:** St Paul's vision is to be "a community who seek to extend God's kingdom" and our strap line is 'To listen to God, enjoy Him and do what He says'. We are a charismatic, Anglican, evangelical church (in line with New Wine/HTB values).

**1) JOB OUTLINE AND GENERAL AIM**

To manage effectively the overall administration of the church so that the physical, technical and operational infrastructure of the church is organised in such a way to maximise our ability to achieve our vision and that clergy and other staff members are released to concentrate on their specific roles.

Direct Reports – Buildings Manager, Caretaker/Hall Bookings Manager, Catering Manager, Front of House

**2) SPECIFIC RESPONSIBILITIES**

**a)** To **cultivate an overview of church life** to aid communication and liaison between groups and individuals

**b)** To **run the church office**, ensuring that it is staffed between 9-5 on weekdays by

- Providing a welcome and dealing with face-to-face, telephone and email enquiries
- Providing a contact point for staff, members of the congregation and members of the public
- Arranging staffing of church office including cover
- Supervising volunteers who help with office tasks eg photocopying
- To maintain and grow a team of volunteers to complete office jobs and also to provide cover for when the office would otherwise be unmanned
- To record cash payments to church
- To oversee publicity for events and courses

**C)** To **oversee the maintenance and repair of the church buildings and grounds** by

- Regular liaison with Buildings Manager (if/and once appointed) as direct report and Buildings maintenance team
- To ensure repairs are carried out in an expedient and efficient manner
- To ensure all maintenance and service contracts are kept up-to-date
- To ensure all reports to the PCC are produced
- To ensure all permissions are obtained from the Diocese / Planning Department (Faculties)
- Responsible for maintaining the church records of work done and church possessions (terrier and log book)

**Recruitment and appointment of a volunteer part-time Buildings Manager is an aspirational development but until such an appointment the Church Manager will also be responsible** for

- Maintaining maintenance check list and liaising with Chair of Maintenance committee
- Member of the Maintenance group
- Overseeing the monitoring of energy usage and efficiency for church
- Organising mornings of work in conjunction with the Maintenance Committee

- Sourcing new equipment as required, in conjunction with relevant volunteers/committees
- Overseeing the Maintenance and Buildings tasks below – using volunteers where possible:
    - Organising the service contracts for the buildings including managing review process, liaison with maintenance contractor, repairs, paperwork, and processing invoices for payment. Areas covered include fire alarm, fire extinguishers, heating, lift, kitchen, security system, automatic doors, organ, piano tuning, sanitary bins, air freshener, lightning conductor, window and gutter cleaning, PA/projection
    - Managing major projects
    - Oversee maintenance of curate's house – 46 Brampton Road

**d)** **To supervise maintenance of**

- Office equipment eg the photocopiers, printer, laminator
- Kitchen and catering equipment eg descaling coffee machines
- Garden equipment
- Records of readings from the solar panels need to be kept (FIT)

**e)** To **purchase supplies** including

- Central supplies, stationery and other resources
- Purchasing course materials eg Alpha, Marriage preparation and follow up courses, Bible study notes etc

**f)** **To administer the Garden of Rest,** including the Book of Remembrance and memorial plaques

**g)** **To be responsible for legal aspects of church life** including

- Preparing the registers
- Arranging faculties, quinquennial inspections and other requirements for the diocese eg reporting statistics, Archdeacon's inspections
- Disabled Access provision
- Working with other staff members to develop and Implement Health and Safety policies and Safeguarding requirements, including DBS applications
- Environmental Health and First Aid provision
- Organising the renewal and maintenance of insurance polices for curate's house and church, with the Treasurer

**h)** **To oversee the work of the Caretaker/hall bookings manager**, liaising with hirers of halls where necessary.

**i)** **To create, update and manage the Church Diary including**

- Inputting and updating all regular and one-off events
- In conjunction with the caretaker ensuring the church and its rooms are set up for events eg funerals.
- Input into staff meetings concerning room bookings and events

**j)** **To provide administration support** to the following areas:

- Key whole church events e.g. Community Day
- Special and seasonal services
- Special events for the church eg Harvest and Christmas lunches
- Training courses run directly or by invitation of the church
- The staff team

**k)** To work as an **integral member of the church leadership team,** including as a co-opted member of the PCC

- To participate in weekly staff meetings and other meetings as required and some team times.

**l)** To be prepared to **undertake any relevant training**

**m)** **To take on all aspects of HR for employed staff, volunteers, interns etc. To assist the Vicar, and also the Vicars Advisory Group, with matters of human resources and staff employment,** including**:**

- Recruitment processes
- Developing contracts
- Developing policies for staff handbook
- Administration for staff annual appraisals

**n) To oversee the provision and high standard of catering by**

- Direct line management of Catering Manager
- Ensuring appropriate catering is provided for all major church functions as well as regular weekly or monthly meetings and courses through liaison with the Catering Manager and the Catering Team (e.g. Christmas Lunch, Alpha meals, Lunch Club)

**Recruitment and appointment of a volunteer part-time Catering Manager is an aspirational development but until such an appointment the Church Manager will be responsible for the above.**

## 3) EQUALITIES

To be aware of and support difference. To understand the different requirements of the age groups and having a heart for equality, be able to support and include families and individuals with a variety of needs and abilities.

## 4) SAFEGUARDING CHILDREN

To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and to report all concerns to an appropriate person. To ensure compliance with the relevant child protection legislation and other relevant legislation (e.g. health and safety). This will include ensuring that relevant administrative tasks are completed.

## 5) CRIMINAL RECORDS CHECK

As a member of St Paul's PCC, an enhanced disclosure will be needed through the Disclosure and Barring System as part of the Diocese of St Albans pre-employment checks.

## 6) ADDITIONAL INFORMATION

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

## 7) ORGANISATION AND SUPERVISION

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| **Hours worked:** | 37.5 hours per week, plus time that a committed layperson gives to the church |
| **Employed by:** | St Paul's PCC. |
| **Work Base:** | St Paul's Church, St Albans |
| **Line management:** | You will be line managed by the Vicar and meet with him regularly. You will also work closely with other members of the staff team. |
| **Reviews:** | Development Reviews at 3, 6 and 12 months, and thereafter annually. |
| **Holidays:** | 25 working days per year plus 8 statutory days. |
| **Pension:** | St Paul's contributes 8% of salary. You may also contribute. |
| **Accommodation:** | The post holder will need to provide his/her own accommodation. |
| **Probation Period:** | The first 6 months |

**We have a Genuine Occupational Requirement**
**Employment Equality Regulations 2003 relating to Religion or Belief and Practice of Sexual and Moral Conduct and Lifestyle.**

For the purpose of both of the above Regulations it is considered to be a Genuine Occupational Requirement that you share and endorse the understanding that St Paul's Church has, as a charismatic evangelical church, of Christian faith, conversion and commitment, sexual and moral conduct and lifestyle. If further clarity is required this can be provided on request.

**PERSON SPECIFICATION FOR CHURCH MANAGER, ST PAUL'S CHURCH, ST ALBANS**
**The post holder will be someone who:**

| **Criteria** | **Criteria is:**<br>**Essential (E)**<br>**Desirable (D)** |
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| **Commitment to aims and ethos of post** | |
| 1. Is a committed Christian, of godly character, a worshipper with a passion for extending God's Kingdom and working in a team to facilitate the churches vision and action. | E |
| 2. Understands, is in agreement with and is happy both to promote the vision of St Paul's Church and work for its implementation. | E |
| 3. Has a heart and vision to enable the administration to be efficient as well as fostering good relationships. | E |
| 4. Is committed to personal growth and being part of the fellowship of St Paul's church. | E |
| 5. Has a desire for the community to encounter God within the building. | E |
| **Experience relevant to the post** | |
| 6. Has experience of working in office management with demonstrable business skills, as a volunteer or an employee. | E |
| 7. People management, especially volunteers and liaising with contractors. | E |
| 8. Experience working with IT, and ideally web and media technology. | E |
| 9. Project management – may be maintenance-related or a specific project. | E |
| 10. HR management training and experience. | D |
| **Skills, abilities and knowledge** | |
| 11. Is friendly and good with people - having excellent interpersonal skills, across a wide range of people within the church and wider community. | E |
| 12. Possesses good verbal and written communication skills, with a good telephone manner, able to communicate relevantly across a range of age and ability within the church and wider community. | E |
| 13. Is organised, well-planned: a good administrator. | E |
| 14. Good IT skills; able to produce correspondence, publications and spreadsheets. | E |
| 15. Able to cope with pressure – flexible, able to multi-task, "interruptible"! | E |
| 16. Work well with the staff team and others. Is a team player, who can lead and be led with grace. | E |
| 17. Ability to learn and develop new and existing skills. | E |
| 18. Is good at getting to know people and able to encourage them to volunteer. | E |
| 19. Is a team builder who can enable and encourage leaders and manage teams of volunteers. Also willing to delegate where necessary, giving people adequate time to prepare. | E |
| 20. Is self-motivated, able to be pro-active and develop new initiatives, and inspire others to join in. Able to plan, manage, and follow projects through to completion. | E |
| 21. Ability and willingness to manage policies and procedures relating to church life, maintenance, legal aspects, safeguarding, health and safety and welfare. | E |
| 22. Respects confidentiality, able to act with tact and sensitivity. | E |
| 23. Able to care and pray for people if required – the office can be the hub where people from the church and community call in during the week and share their concerns. | D |
| 24. Is a car owner with full driving licence. | D |
| 25. Is a First aider. | D |

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| **Personal Qualities** | |
| 26. Is an encourager; patient, calm with a good sense of humour. | E |
| 27. Equipped with a servant heart, happy to be hands on and prepared to serve as well as able to delegate. | E |
| 28. Is innovative and creative– a self-starter, self-motivated and flexible. | E |
| 29. Is confident –able to communicate effectively, on a personal, group or public level, with a wide variety of people in our church and community. | E |
| 30. Is educated to degree level or equivalent. | D |