



STREATHAM
BAPTIST
CHURCH

Church Manager Job Description and Person Specification

EMPLOYMENT DETAILS

This is a full time position with flexible working, which will include Sunday mornings and some evenings, based on 40 hours per week over 5 days.

Candidates must have the right to work in the UK

SALARY: £33,164 - £38,690 per annum depending on experience

LOCATION: Church office in Streatham, London

TO APPLY: Please send a completed job application to rwaitt@streathambaptist.com or by post (marked confidential) to Rachel Waitt, Streatham Baptist Church, 22 Lewin Road, London SW16 6JR.

Closing date for applications: 28th November 2019

Interview date: 13th December 2019 at Streatham Baptist Church.

Please note feedback can only be offered to candidates who have been interviewed.

JOB DESCRIPTION

Streatham Baptist Church (SBC) is a large, Charismatic Evangelical, multicultural church. We believe Jesus has called us to be a worshipping church that embraces diversity, equips for discipleship, envisions for mission and builds community.

We expect our full-time Church Manager to be committed to the aims and vision of SBC and to play a key role in supporting the work of our ministers, staff and congregation by performing a wide range of duties related to the management of the church.

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

The role comprises specific management areas and the main responsibilities are:

Office Management

- Developing, implementing and overseeing effective administration strategies;
- Organising adequate administrative cover in the Church Office;
- Responsibility for ensuring church membership records are kept up to date, including the membership list and returns are issued as required by the Baptist Union;
- Responsibility for the coordination of Church Service Rotas and distribution to all teams;
- Responsibility for confidential support to the Senior Minister, other Ministers and leaders as required;
- Responsibility for the production and distribution of agendas, papers and minutes for Leaders' meetings and all Church Members' Meetings (mostly evening events).

Premises Management

- Managing the use of the premises to optimise use in line with the vision of the church;
- Facilitating good communication with all users of the Church premises;
- Arranging cover, when required, for planned and unplanned premises staff absences;
- Co-ordinating the arrangements and timetable for the use of church premises, both by church groups and by external hirers;
- Responsibility for financial arrangements in respect of hire of church premises;
- Responsibility for the maintenance of all church premises including manses and other properties;
- Responsibility for the procurement and review of office and premises related services and supplies;
- Responsibility for the purchase and maintenance of office equipment (e.g. photocopier, computers);
- Responsibility for the operational oversight of premises-based projects.

Financial Management

- Ensuring collection, accurate recording and safe keeping of all income received by the church;
- Responsibility for keeping management accounting records; ensuring accurate bookkeeping records are kept; monthly bank reconciliations are carried out and communicating with the bank and other institutions as required;
- Ensuring all bills and invoices are paid in a timely manner according to payment procedures;
- Calculating and paying staff salaries and associated benefits and costs;
- Keeping and submitting records as are required such as to the Inland Revenue;
- Regularly liaising with the Church Treasurer to ensure sound financial management;

- Providing the Treasurer with assistance as required, including the production of accurate annual accounts in accordance with legal requirements and good practice;
- Membership of the Finance Group.

Personnel Management

- Responsibility for recruitment, oversight and training of administrative and premises staff employed by the church (paid or voluntary);
- Line managing the Church Caretaker, Administrative Assistant and Office volunteers;
- Providing the SBC Leader - HR Lead and Line Managers with assistance and advice as required.

Risk Management

- Health and Safety Officer, taking responsibility for the management of Health and Safety matters within the church;
- Membership of the Risk Management Strategic Group.

Publicity and Communication

- Overseeing the production of weekly bulletin, service notices and promotional literature for the church and special services;
- Overseeing the upkeep of the church website and church notice boards;
- Management of the Church 'Info' Mailbox and distribution of mail received to other staff where appropriate;
- Membership of the Communications Strategy Group.

PERSON SPECIFICATION

Essential Attributes:

- Proven management experience;
- Analytical, strategic planning, personnel management and implementation skills;
- Experience of using financial management and systems, with a high level of attention to detail;
- High level of computer literacy including using financial databases, Microsoft Office products and managing websites;
- Self-motivated and flexible with the ability to multitask;
- Proven ability to work under own initiative;
- Strong project-management skills, including strategic planning, working to deadlines and priority setting;
- Excellent written and verbal skills;
- Ability to persuade and influence at all levels in order to deliver results;
- Team player with excellent interpersonal skills;
- Committed Christian and willing to become a member of Streatham Baptist Church.