

BH Christian Workers' Trust

Job Description for Church Operations Manager

Purpose of the Post

To manage the operations and administration of the Church. These include responsibility for the work and development of the church office as the centre for management, information, and communication within the church, its leadership team and the wider public. To effectively organise and co-ordinate the members, activities, and resources thus enabling the church to fulfil its vision of *'Making disciples of Christ in Brighton & Hove and for the world'*

Parameters of the Post

Although primarily based in the church office on weekdays the holder of this position is expected to be in weekly attendance at both the main 10 a.m. and 6.30 p.m. Sunday services at Bishop Hannington Church and enter fully into the life of the church. It should be noted that the position includes attendance at the PCC (4 meetings a year), the BH committee (6 times a year) the Standing Committee (as needed) and the Annual Parochial Church Meeting.

Job Description

1. The management of the office and its operations including the effective coordination of Church activities involving staff, volunteers and resources.
2. The processing of the finances of the PCC and the production of monthly management accounts.
3. The maintenance of the Church diary and room bookings for the Church, the Church Centre and the Youth & Community Centre. xxx
4. The extensive use of online processing, church software packages and social media ensuring good communication between all parties and the church membership and the wider public.
5. The maintenance of Church policies and seeking to ensure they are followed.
6. The oversight of the Church's premises and equipment, including utilities, telecoms and other service/maintenance contracts. xxx
7. The production, in conjunction with others, of publicity leaflets, Church directory, programme cards for church events, etc.
8. The preparations for the Annual Parochial Church Meeting.
9. The line management of any part time Office Assistant.
10. The undertaking of such training as considered appropriate for this position and your personal development.
11. To undertake such other duties as may be required from time to time by the Vicar.

Line Management

The holder of this post reports directly to the Vicar. They will also work closely with the wider parish staff team, including attendance at staff prayers.

xxx Currently undertaken by a colleague
June 2022 Final