

# Church Operations Manager

## About Christ Church

Christ Church is a lively, growing Christian community that is seeking to live out Jesus calling, in the power of the Spirit, here in Ware and beyond. There are many exciting and vibrant ministries, with others being tested or under consideration; also the main church building has recently been refurbished.

The Operations Manager at Christ Church, as part of the church senior management team, is a challenging role that presents a different opportunity to be involved in full time Christian ministry. Presenting the post holder the chance to use a range of skills and experience including; management, practical, logistical and leadership, to support Christ Church, its mission and ministry.

See [www.christchurchware.co.uk](http://www.christchurchware.co.uk)

## Information for Applicants

### Reporting

Line Manager: Vicar (John Hookway)

Reporting: Vicar, Church Wardens, Standing Committee and PCC as required

### Terms and Conditions

Salary: 28 - 34K per annum (based on experience), Pension 8% of Salary

Hours: Working hours are full time (37.5 hours) Monday to Friday, some Sundays and Evenings required, for which time off in lieu will be given

Annual Leave: 25 days, plus bank holidays

## About the role

To enable the spiritual ministry of the church to flourish by managing the administrative, premises, personnel and legal requirements of the charitable trusts and the Church of England, as well as the practical operational requirements of the various ministries. To do this by leading and directing teams with accountability for the outcomes.

## Key Responsibilities

### 1. Governance / Strategy and Development

1. To ensure the integrity of the vision and values of Christ Church in all areas of accountability and responsibility are upheld.
2. To collect feedback on the activities of the church and pass this on to the Vicar/leadership team.

3. To be a practical enabler of new activities or groups.
4. To coordinate and plan Christ Church yearly diary in discussion with Vicar, senior staff, and wider ministry leaders.
5. In conjunction with the Vicar to own and manage the strategic plan
6. Hold leadership accountable for the adoption, implementation and delivery of the strategic plan.
7. Hold leadership accountable for the delivery of the church's vision.
8. To undertake additional tasks in support of the overall mission of the church as appropriate and directed by the wardens and/or Vicar

## **2. Church Policies and Procedures**

Ensure church policies and procedures are fully compliant and enforced, these include Health and Safety, Fire Safety, Food Hygiene, Safeguarding, GDPR and Church of England requirements.

To own and manage the maintenance and development of various church policies and procedures, and to ensure that these are accessible as necessary.

Ensure leadership and trustees are fully informed to discharge their legal duty in areas such as Safeguarding, employment and Health and Safety matters.

Develop expertise in legal and regulatory areas that affect the church

To manage the various records and registers, including the asset inventory, the terrier and the maintenance log.

## **3. Organising Church Programmes and Events**

To support all leaders of various activities and events with the provision of resources and operational advice and guidance.

To ensure that volunteers and staff feel appreciated and are recognised and valued as appropriate.

To undertake warden duties, also verger responsibilities as "verger of last resort"

To manage the logistical/practical side of services and events, ensuring that there is full communication with spiritual teaching/leaders and participants.

Ensure that ministries are resourced and organised appropriately.

To define processes, structures and standards of delivery for each area of church activity.

Plan and oversee Sunday rotas and teams.

## **4. Managing the Church Office**

To manage the Parish Administrator, PA to the vicar and cleaning staff in respect of their activities, performance and wellbeing.

To ensure that personnel are aware of their responsibilities and accountabilities by ensuring job descriptions are current and relevant.

To facilitate succession planning for key voluntary roles.

Responsible for the IT strategy of the church, including equipment, software procurement, website and database tools and associated processes

Manage and develop admin processes..

## **5. Buildings and Facilities**

To take executive responsibility for all day to day practical matters within the Church excluding spiritual matters.

To ensure that the Church is efficient and ethical in all areas of procurement.

Manage the church properties on a day to day basis

In partnership with the Wardens, to maintain and develop the buildings and other facilities of the church.

To manage any special projects associated with the church or property owned by the church.

Oversee service contracts, insurance policies, building work repairs, utilities, church room hire, manage use of car park, oversee faculty applications

## **6. Financial Management and Fundraising**

Oversee day to day financial management of the church

Help create yearly operational and ministry budgets working alongside the Treasurer and Finance Committee,

Fundraising to attain grants working with a fundraising team.

To undertake the day to day management of the 'Vicar and Churchwardens fund of Christ Church, Ware, as trustees of Christ Church school house on behalf of the St Albans diocesan board of finance'.

## **7. Communications and Networking**

To manage the delivery of information, as directed by the leadership to and from the congregations and wider community if applicable.

To manage the provision and distribution of resources to the congregation: e.g. teaching materials.

Represent the church at appropriate external events.

Assist to develop and implement a communications strategy, using new forums and means as they become available.

## **About You**

### **To flourish in this role you will need**

- The ability to handle sensitive issues with discretion.
- Ability to work under your own initiative and to meet deadlines without supervision.
- Good communication skills both face to face and on the telephone.
- Good people manager with a proven record of leading teams.
- Able to delegate, whilst ensuring that projects are delivered on time
- Ability to multitask and prioritise, with the flexibility to adjust to fluctuating workloads and deadlines.
- High Level of digital literacy
- Financial skills.
- Project management skills.

### **It would be desirable to have**

- Well-developed administrative, time management and organisational skills.
- Ability to work in a small team.
- Able to relate well to people of all ages and different backgrounds.
- Ability to lead team prayers as required
- A good knowledge of scripture

- Patience and good sense of humour.
- Discretion in handling confidential matters

**There is a genuine occupational requirement for the successful applicant to be a committed Christian, willing to respect the views of the church leaders they work under and actively embrace and live by the values and ethos of Christ Church.**

### **Other Requirements**

- 2 Referees
- Enhanced DBS required

### **How to Apply**

Please send a completed application form to Martin Dudley [manager@christchurchware.co.uk](mailto:manager@christchurchware.co.uk) . For any further info please contact the wardens or vicar via the same e-mail.

### **Closing Date**

10.00 On the 7th February 2022