



# CHESTER ROAD

## Baptist Church

<b>Job Title:</b>	<b>Church Manager</b>
<b>Location:</b>	Chester Road Baptist Church, Chester Road, Sutton Coldfield, West Midlands, B73 5HU
<b>Accountable to:</b>	Minister
<b>Direct reports:</b>	Facilities Technician (Maintenance) Facilities Assistant (Cleaning)
<b>Working Hours:</b>	We're open to between 0.5 FTE (18.75 hours per week/ 975 hours per year) and 1.0 FTE (37.5 hours per week/ 1,950 hours per year), including some evenings & Sunday working. Days/times by agreement.
<b>Salary:</b>	<b>Band 5:</b> £23,315 - £25,987 FTE + contributory defined contribution pension

**OUR VISION:** To see God's Kingdom come and His will done in Sutton Coldfield, north Birmingham, and beyond, as it is in Heaven.

**OUR MISSION:** Growing Community! Working with others to enable everyone within 5 miles and beyond of Chester Road Baptist Church to become disciples of Christ.

There are two equally important and inter-linked parts to this:

1. To enable 'non-believers' to become 'believers' in Christ (mission).
2. To enable 'believers' to become disciples of Christ (ministry).



In order that you are able to fulfil the requirements of this post, it is essential that you subscribe fully to our vision, mission, values, and beliefs, and worship regularly at Chester Road Baptist Church.

### Job Summary:

To enable the mission and ministry of Chester Road Baptist Church to thrive by providing effective co-ordination, management and implementation of administrative, operational and financial processes.

We neither expect nor want you to do this on your own. Our vision is far bigger! Your role is to enable volunteers and staff to thrive in their roles.

## **Key Duties:**

*[We recognise fulfilling the following will be dependent on the actual time available/ contracted and that it will be necessary to agree priorities and the phased introduction of responsibilities.]*

### **1. Facilities**

- Line manage facilities staff.
- Develop and consistently implement high standards of evidence-based Health & Safety, to include but not limited to: COSHH; emergency lighting; gas safety; fire safety; First Aid; food safety & hygiene; Portable Appliance Testing (PAT), water safety, etc...
- Co-ordinate the Facilities Diary, ensuring adequate heating, resources, access and lock-up.
- Manage Room Hire, maximizing revenue/ footfall when the facilities are not used by the church, providing great customer service, records, and fee collection.
- Maintain a register of all individuals with keys, fobs and/or security codes.
- Co-ordinate schedule of access and lock-up.
- Be part of a team that provides out-of-hours response/ emergency call-out.
- Work with the Facilities Team to ensure we develop and consistently implement facilities policies and procedures covering, for example: access & security; cleaning & caretaking; health & safety; maintenance & repairs; decoration & improvements; external grounds; environment/ eco church; external hirers; contracts; insurance; manse; future development.

### **2. Finance**

- Keep the cashbook up-to-date by accurately and regularly recording on *Finance Co-ordinator* all financial transactions (weekly).
- Reconcile the cashbook against the bank statement (monthly).
- Provide timely information to assist in the planning, management and control of budgets (quarterly).
- Keep accurate and clearly organised records of transactions for the purposes of annual audits and / or independent inspections of the accounts (ongoing).
- Track receipt of supplier invoices and bills and *raise* their payment (for *release* by someone else), using Internet Banking (or, if necessary, cheque), in accordance with agreed policy & procedures. (Accounts Payable.)
- Process payroll.
- Organise reimbursement of volunteer and staff expenses, in accordance with agreed policy & procedures.
- Invoice service users in a timely way, in accordance with agreed rates (monthly). Chase late or non-payment of unpaid invoices. (Accounts Receivable.)
- Record regular and one-off gifts received and keep the Treasurer and Lead Minister informed of any significant changes to giving.
- Maintain an accurate and up-to-date register of Gift Aid donors and declarations (ongoing) and submit accurate and timely Gift Aid claims to HMRC (monthly).
- Work with the Church Secretary & Treasurer, to provide regular givers with an annual statement of their giving (annually).
- Work with authorised church members to ensure cash and cheques are counted accurately and banked in a timely and secure way, in line with cash handling process (weekly).
- Work with the Treasurer and Finance Team to co-ordinate the budget, liaising with colleagues, budget holders and suppliers.
- Support colleagues with their income generation, such as grant fund applications, tenders and financial planning.

- Work with the Treasurer and Finance Team to ensure we develop, implement and improve finance policies and procedures covering, for example: cash handling & banking; book-keeping; bank reconciliation; budgeting; payments & expenses; payroll & pensions; grants/ commissioning; Gift Aid; reserves & investments; compliance; financial reporting.

### **3. Church Management System (CMS)**

- Complete implementation of the new CMS and integrated smartphone App.
- Maintain an accurate database on contacts, users, attenders and members.
- Take the lead on data protection, ensuring full compliance with General Data Protection Regulations.
- Provide 1<sup>st</sup> line support for those using the CMS and church 'app'.
- Ensure systems are in place, and consistently used, to welcome, engage, and resource visitors/ attenders/ members/ activity participants.

### **4. Communications**

- Update the church website with timely and relevant information that conveys our mission & values.
- Produce email & paper bulletins that convey our mission & values (weekly).
- Produce/ commission publicity materials appropriate for our mission and values, and ensure displays/ noticeboards have impact.
- Work with the Church Secretary, Finance Team Leader, and Lead Minister to co-ordinate the Annual Report.

### **5. Church office**

- Be the first point-of-contact for enquiries via website, telephone, email, in person and correspondence, providing a welcoming, efficient and sensitive Christian response.
- Order and maintain stocks of consumables, stationery, office and church supplies, etc...

### **6. Volunteers**

- Facilitate the recruitment and rostering of volunteers, making effective use of the CMS.
- As Safeguarding Verifier, process Disclosure and Barring Service (DBS) checks. Develop and maintain process for the ongoing safe recruitment of all those that work with children, young people and/ or adults at risk, ensuring DBS checks are renewed.

### **7. Human Resources**

- Work with the HR Team to ensure we develop and consistently implement HR policies and procedures covering, for example: recruitment & induction; remuneration; appraisals; training & development; capability & disciplinary reviews, HR record keeping.

### **8. Strategy and planning**

- Working with the Minister, co-ordinate the church's Year Plan.
- Co-ordinate the strategic plan and goal-setting.
- Collate, monitor and report the church health data.
- Update the Risk Register.

### **9. Income Generation**

- Maintain and update list of regular givers, acknowledging changes in giving.
- Identify and help secure grant-funding for specific pieces of work, providing funders with required information before, during, and after the project delivery.
- Identify and help secure contract / commissioning of CRBC community services by statutory service purchasers.
- Ensure CRBC makes full and most efficient use of Gift Aid, with timely claims and accurate records and evidence/ audit-trail.

### **10. Projects/ Events**

- Co-ordinate occasional key church events/projects.
- Provide support and advice for others in their organising of projects and events.

**General duties:**

*To undertake any other duties that may reasonably be required of this post holder, as directed by the Minister.*

- ☐ Attend and participate in Mission & Ministry team meetings, which include times of prayer (weekly), and occasional full staff meetings.
- ☐ Participate in/ receive line management
- ☐ Participate in training and personal/ professional development
- ☐ Any other duties/ tasks that may be reasonably asked by the Minister.



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### Person Specification

**Job title:** Church Manager

We know people don't come in boxes but we thought it would help you to know what kind of person we think would thrive in this role at Chester Road Baptist Church. As you read, it might be that only some of the characteristics fit you. However, we would still love to hear from you if this role excites and inspires you

	Essential	Desirable
<b>Qualifications, training and professional development</b>	Level 3 NVQ (or equivalent/above) in, for example, business administration, book-keeping, or accounting.	Level 4 NVQ (or equivalent/ above) in, for example, business administration, book-keeping or accounting, facility management, HR, or IT.
<b>Personal qualities</b>	Well motivated, able to take initiative, to plan and carry out.	
	Able to handle, with competence, a demanding and varied workload.	
	Flexible, 'can-do' attitude.	
	Resilient.	
	Reliable, punctual, and trustworthy.	
<b>Skills</b>	Well-developed inter-personal skills with the ability to establish rapport with a diverse range of people in and beyond the church.	
	Good verbal and written communication skills.	
	Good numeracy skills.	
	Good IT skills, proficient with Microsoft Word, Excel, and Outlook.	A working knowledge of Microsoft PowerPoint and Publisher
	An enabler of others	
<b>Experience</b>	Experience of providing a service to, and liaising with, the public.	Experience of working in a church or Christian charity setting.
	Experience of exercising discretion and tact in dealing with people, including secure handling of personally sensitive information.	Proven experience of strategic planning.
	Proven experience of using finance/ book-keeping systems.	Proven experience of setting-up financial systems.
	Proven experience of cash-handling.	Proven experience of managing and monitoring multiple budgets
	Experience of updating a website and using social media.	Proven experience of using social media for business/ work purposes.
	Experience of managing a diary.	Proven experience of line managing staff.

<b>Other</b>	Willingness to undergo DBS enhanced disclosure check.	
		A willingness to adopt a flexible working pattern, including very occasional evening and weekend work.
<b>Christian spirituality</b>	A disciple of Christ with a commitment to, and evidence of, personal spiritual growth and ministry, and in agreement with our Christian values and beliefs.	
	Proven track-record of active and consistent involvement in your local church.	Member of a Baptist church.
	Willingness to become an active Member of Chester Road Baptist Church	

There is an Occupational Requirement in accordance with the Equality Acts 2010 for the post-holder to have a vibrant and active Christian faith. This post is exempt from the Rehabilitation of Offenders Acts 1974 and is subject to a DBS check prior to an offer of employment being made.