



Making whole life disciples of Jesus Christ wherever we have influence

Letter of Introduction

Thank you so much for taking interest in this role. This is a crucial role for us at St James. The Church Operations Manager is right at the centre of Church life. He/she will work with a dedicated and outstanding staff team and many wonderful church family members who are in volunteer roles.

This role is centred around getting things done, working well with others and building teams. It requires the Church Operations Manager to joyfully and efficiently tackle day to day administrative tasks but also to have the vision and leadership capacity to take executive decisions and shape the operational life of the church for growth. This person will sit on our Leadership Team which is the standing committee of the PCC and on the senior staff Strategy Group.

Our Vision is to *GROW* spiritually and numerically for the sake of the nations. The successful candidate will see this role as a calling and not just a job. Like those on the team around them they will long to see the kingdom of God grow and for St James to play its God-given part in working for renewal in our nation.

We are praying that God will lead and direct all of us in discerning whom he is calling to take on this extraordinary ministry.

In Christ Jesus

Martin Williams
Rector

St James Gerrards Cross with Fulmer Job Description Church Operations manager

Introduction

St James Gerrards Cross with Fulmer is a thriving, busy and dynamic church. We have a large staff team and hundreds of volunteers involved in a vast array of ministries. We are blessed with excellent buildings and facilities and our ministry runs seven days a week.

As a church, we believe that the Gospel of Jesus Christ is the true hope of every person and we seek to make Him known through all that we do and the way that we do it. The operational ministry of St James is a central part of our gospel ministry and is often the first point of contact for newcomers and inquirers. Staff and volunteers interact with our administration and finance staff every day.

Central to our vision is the equipping and releasing of the people of God for mission and ministry. The Church Operations Manager will have a passion to see the church grow spiritually and numerically through every-member ministry. Good accountable relationships with all staff & volunteers and a discerning wisdom that understands the DNA of the two St James will be vital. Excellent administration, team-working and decision-making skills will also be required.

Key Purpose of Role

Reporting to the Rector, the Church Operations Manager will take an executive role in overseeing the operational life of the two St James to ensure that all support resources are made available and managed effectively for all areas of ministry.

Main Areas of Responsibility

1. Executive responsibility for operational matters:

- **Operations Team.** Responsibility for, and management and care of, the operational team comprising the Church Administrators, Finance Officer (part time), Kitchen Manager (part time) and the Communications Manager (part time), as well as a volunteer Estates Manager.
- **Volunteer support.** The Church Operations Manager will be expected to build a small team of volunteers to give support and advice in key areas such as employment matters and DBS (Safeguarding) administration.
- Liaison with the Diocese and other bodies regarding administrative and legal matters as required.

2. Staff Support

- Contracts of employment for new staff and interns/Ministry Assistants (MAs)
- Co-ordinating MA accommodation.
- Advising on payroll & HR matters (there are considerable Diocesan HR support resources available).
- Oversight of the payroll
- Risk Assessments and Health and Safety including DBS (support from a St James Safeguarding Officer).

- Policies and Procedures.
- Oversight of systems for time off, diary management and communication.
- Maintenance of staff houses, church buildings, churchyards and The Saint James Centre in partnership with a volunteer buildings manager and PCC buildings and churchyards support group.

3. Finance

- Managing and setting operations team budgets in partnership with the Treasurer and the Finance Officer.
- Approving expenditure.
- Ensuring insurance cover is up to date and sufficient in partnership with volunteers with particular expertise in the area.
- Efficient record keeping for employment, payroll (with the support of a third party payroll organisation).

4. Support to the Rector and Associate Rector

- Planning & preparation for PCC, Leadership Team, APCM and travel.
- Managing communications from the Rector's office.
- Secretary to the Leadership Team, of which the Church Operations Manager is a full member.
- Making day to day operational decisions on behalf of the Rector.
- Strategic management of the church diary including coordination of the Rector and Associate Rector's diaries.

Person Specification

We seek a committed evangelical Christian who is fully in sympathy with the vision of the two St James. The ideal candidate will offer the following knowledge, experience and skills:-

- Proven experience of managing complex administration.
- Financial literacy.
- Good understanding of HR practices.
- IT Literacy including proficiency in Microsoft Office and a willingness to use IT for effective working.
- Experience of using ChurchApp is desirable
- Good planning and organisational skills with a focus on managing resources effectively within time and budget.
- The ability to make decisions and to communicate them sensitively and clearly.
- The ability to lead the operations team through effective delegation and supervision and to participate as a full team member within other teams.
- Strong interpersonal skills and the ability to manage and motivate staff and volunteers.
- The ability to take initiative and follow through to completed action.
- The ability to manage pressure with openness and grace and in sympathy with our staff values.
- High levels of emotional intelligence especially in interacting with staff and wider church family in a way that honours Christ.
- The ability to think and act biblically with integrity and a servant hearted attitude.
- Knowledge of the Church of England policies and procedures would be advantageous.

Conditions of Employment

Hours of work

Forty hours per week, excluding lunch breaks. Your specific days and hours of work are to be agreed with the Rector to ensure that the work of the Church proceeds smoothly. The hours will generally be worked over five full days.

Holiday Entitlement

You are entitled to paid holidays during the year at the rate of 25 working days (five weeks). You may also take eight statutory and other public holidays; holidays to be agreed in advance with the rector.

Salary

£30-35,000 per annum payable monthly in arrears.

Place of Work

You will be based at the Saint James Centre.

Pension

The PCC will contribute 12½% of salary to an approved pension scheme. This would normally be the Church of England Church Workers Defined Contributions Scheme.

Sick Pay

Following the probationary period of three months, during any unavoidable absence through sickness or injury, payment will be made for a maximum period of six months in any period of twelve months - three months at normal pay and three months at half normal pay.

Housing

No accommodation is provided

Expenses

All approved working expenses are met in full by the PCC.

April 2017

Attachments

- Mission & Vision statements
- Basis of Faith, Staff Vision and Values
- Personal Conduct Statements

Application Process

- Please submit your application using the application form in your pack.
- You may also include a copy of your CV and a covering letter outlining your reasons for applying.
- We will work to the timetable below so please make a note of the key dates

Sunday May 21 st	Closing Date
Monday May 22 nd	Short listing
Wednesday May 24 th	Interviews & show-rounds
Friday May 26 th	Issue of reference requests for appointed candidate
Sunday May 28 th	Sunday visit for lead candidate(s) (optional)

Appendix I Operations Team Organisation Chart

