



St Andrew's Church Bedford

Job Description – Full Time Church Centre Manager



We welcome everyone to a community that lives out God's love in Christ through mutual support. We worship God reverently and joyfully. We seek justice, freedom and social wellbeing for all God's world.

The Role

The Church Centre Manager (CCM) is the first point of contact at the Church, the lead administrator of the Centre and the line manager for three other staff members, working closely alongside the Ministers, Churchwardens and volunteers.

As a place of Christian worship, our beliefs are the foundation of everything we do. The post holder will be expected to be in sympathy with these beliefs and work actively to support our ministry and vision.

As well as providing effective administration within the church, the post holder performs a key liaison role with the wider community: meeting members of the public, managing lettings and responding to enquiries. This places great emphasis on the ability of the CCM to provide effective customer service.

The CCM is the line manager for the Administrative Assistant, the Caretaker and the Cleaner. The management and development of additional voluntary assistance is also within the scope of this role.

The role requires both working with others in a busy environment where multi-tasking, prioritisation and professional discretion are essential. The post holder needs to be confident and to have proven organisational, interpersonal and communication skills.

Context

St Andrew's is an Anglican church close to the town centre of Bedford. The parish it serves is primarily residential and the Church Centre provides a focal point for various community activities.

The buildings comprise the Church itself (built 1921-63) and the Church Centre (largely rebuilt in the early 2000s). The Centre consists of a fully-equipped office, prayer room, kitchen, Fairtrade shop and five meeting rooms. The Centre is used every day of the week and most evenings for a range of activities either organised by the Church or booked for use by external hirers.

Approximately 140 adults and 15 children regularly attend Sunday morning services with c45 attending the Wednesday Communion service.

Our full time paid staff members are the Vicar, Curate and Church Centre Manager. Part time staff positions are held by our Administrative Assistant, Parish Nurse, Youth and Children's Worker, Director of Music, Verger, Caretaker and Cleaner. Additional ministry is provided to the church by volunteers including the Churchwardens, assisting priests and Lay Reader.

Location and Hours

The CCM works in the Church Centre Office of St Andrew's Church, MK40 2PF. The role is full time: 37.5 hours a week, working Monday to Friday. Some flexibility of hours will be required, for example in order for the post holder to attend occasional evening or weekend meetings. Onsite parking is available and buses from the town centre stop a short distance from the church.

Terms and Conditions

The detailed terms and conditions will be contained in the post holder's Contract of Employment.

The salary will be £25,500 a year, paid monthly by BACS. Remuneration will be reviewed annually in January. St Andrew's Church operates a pension scheme in accordance with national requirements.

The CCM is employed by the Parochial Church Council (PCC) and is responsible to the Vicar (or a Churchwarden in a vacancy). Appointment will be subject to compliance with the Asylum and Immigration Act 1996. The post holder will be required to follow the guidance of the St Albans Diocesan Safeguarding Officer and St Andrew's PCC Safeguarding policy.

There will be a six-month probationary period with a three-month review point. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter. During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required, rising by one month annually to a maximum of three months.

Annual paid holiday entitlement is 28 days per annum plus statutory bank holidays. Leave should be arranged in advance with the Vicar, bearing in mind the particular demands of preparation for major church festivals. Overtime is not normally available.

Regular supervisory meetings will be arranged with the Vicar when there will be opportunity for discussion about development, common concerns and training.

Key Responsibilities

1) Church Centre Management and General Administration

- a) Act as first point of contact for all enquiries ensuring they are dealt with politely and professionally, and followed up by appropriate action
- b) Ensure that all general secretarial and administrative tasks are completed in a timely manner
- c) Ensure a safe and clean working environment within the office
- d) Support the staff and volunteers to undertake various administrative duties as requested
- e) Attend weekly Tuesday morning staff team meeting and quarterly evening "full staff" meeting
- f) Work with the Ministers and Churchwardens in the preparation of the annual Events Diary
- g) Be a member of the PCC Standing Committee which meets bi-monthly in the evening
- h) Assist the honorary PCC Secretary in the preparation of documents for the Annual Parochial Church Meeting in April
- i) Deal with statutory documents, including statistical returns, registers, certificates and applications; and ensure that church records and databases are kept up to date
- j) Adhere to the PCC policies, e.g. security, equality and diversity, health and safety, safeguarding
- k) Supervise the preparation of rotas, weekly notice sheet and orders of service as required
- l) Work with the Churchwardens and Church Centre Management Committee to oversee the maintenance of equipment in the Church and Church Centre and ensure that maintenance and service contracts are adhered to (including Office equipment, Defibrillator, Alarm services, Fire Appliances, Boiler inspection) calling on technical help as necessary
- m) Liaise with the Director of Music and honorary PCC Treasurer to schedule tuning and maintenance of the Piano and Organs
- n) Maintain the petty cash record in partnership with the honorary PCC Treasurer
- o) Be responsible for review of and ordering of office consumables, assist the honorary PCC Treasurer to prepare a budget for the year and undertake an annual stock check
- p) Ensure the collection boxes at the back of the church are emptied on a regular basis and money recorded in petty cash book
- q) Ensure that the foyer coffee machine is cleaned weekly and that supplies for this, and for hot drinks in the kitchen, are ordered and replenished
- r) Enable the sale of tickets for concerts and events in the Church and Church Centre

2) Line Management

- a) Line manage office staff, caretaker and cleaner, meeting with them regularly and for an annual appraisal to ensure efficient and professional running of the Church Centre
- b) Liaise with, support and, where appropriate, coordinate volunteers within the Church Centre
- c) Supervise the work of the Administrative Assistant
- d) Produce a weekly timetable and working schedule for the caretaker
- e) Liaise with the cleaner regarding the cleaning schedule for the week
- f) Encourage, develop and manage volunteers to assist with administrative functions

3) Administrative Support for Worship

- a) Provide administrative assistance to the Director of Music, Verger and Ministers and work with them to ensure the accurate production of orders of service and notice sheets
- b) Manage copyright licence applications
- c) Coordinate and advise on arrangements for occasional offices (baptisms, weddings and funerals) ensuring that bell ringers, Organist, Verger, and other lay assistants are available

4) Parish communications

- a) Be a member of the Communications Committee (meeting 4-6 times a year on a weekday evening) to ensure dissemination of information to the church and the public
- b) Oversee the production (using MS Publisher) of the monthly parish magazine, *The Fisherman* and attend meetings of the Fisherman Group
- c) Oversee the upkeep of the St Andrew's website, Facebook page and web presence
- d) Provide advice and assistance to church members in preparing documents on projects related to St Andrew's, including *Concerts at St Andrew's* publications
- e) Ensure internal and external notice boards are kept tidy and up to date
- f) Coordinate occasional parish mailings, including printing and distributing Easter and Christmas cards and leaflets

5) Management of premises and bookings

- a) Manage Church and Church Centre bookings
- b) Issue, update and enforce Conditions of Hire
- c) Show potential hirers around, explain lettings contracts and expectations, explain (or negotiate) fees and organise additional resources as necessary
- d) Be responsible for financial transactions relating to bookings, including raising of invoices and collection and regular banking of payments by hirers (and other income received). Liaise with the honorary PCC Treasurer and produce reports as requested
- e) Promote unused space and market letting opportunities
- f) Be responsible for the efficient and effective heating of the premises in conjunction with Churchwardens and Verger
- g) Help to ensure that the Church and Church Centre (both public and storage areas) are kept clean and tidy
- h) Ensure that the premises are secured and alarmed at the appropriate time each day

6) Building maintenance and development

- a) Be a member of the St Andrew's Church Centre Management Committee (CCMC) meeting bi-monthly in the daytime, providing administrative support to the CCMC
- b) Communicate with the CCMC about the state of the premises, maintenance requirements, health and safety concerns, etc
- c) Ensure that routine maintenance tasks are completed and emergencies swiftly resolved
- d) Work with the Churchwardens, e.g. to maintain accurate records of key holders and annually refresh the intruder alarm code

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Vicar.
