**Job Description**

Title: **Church Manager (part time)**

Employed by: Loughton Methodist Church (LMC)

Responsible to: Church Council through Line Manager.

Work base: Loughton Methodist Church (LMC), 260 High Rd, Loughton, IG10 1RB.

**Purpose and Objectives: -**

To work strategically with the Ministry team, other paid staff and volunteers to fulfil LMC’s vision strategy of Sharing Life, Doing Mission and Building Community. To co-ordinate and manage the church office and the premises.

**Main Responsibilities: -**

* 1. **Be involved in strategic planning as LMC develops its Life, Mission, Community objectives.**
		+ Work effectively with other members of the Ministry team, senior steward, staff and volunteers to ensure there is collaborative working, planning and delivery of the Church’s calling and vision
		+ Coordinate and manage the effective use of the premises for church and community groups, businesses and organisations in line with the church’s vision
* Work with the finance team and other church management groups to develop the use of the building as one of LMC’s major income streams
	1. **Manage and organise the day-to-day functional requirements of the church office and the premises.**
* Manage the Hallmaster booking system, ensuring it is always up to date, and the invoicing to external users. Maximise the utilisation of rooms for external users and Church groups.
* Liaise with the Minister and ministry team regarding diary commitments, including enquiries for funerals, baptisms, weddings and the management of organisational issues
* Carry out administrative and IT tasks (e.g. banking, managing email accounts) ensuring the office functions meet the Church’s requirements
* Coordinate and manage a variety of training logs (e.g. first aiders, fire marshal etc.) ensuring all are maintained and kept up to date
* Liaise closely with the Chair and Secretary of the BRICS (Building Renovations and Investment In the Church Site) Group assessing and prioritising the strategic building issues and ongoing property maintenance. As a member of BRICS provide input on all premises issues around the Church
* Oversee and manage the Cleaning Contractor and other service providers
* Work with the Church Fire & Health and Safety Officer to ensure the premises are compliant
* Oversee and manage the team of volunteers who support the church. This includes
	+ Covering the office when there are absences
	+ Opening and closing the premises
	+ Monitor and supervise the management of the key safe system and premises keys alongside the Church Safeguarding team
	+ Maintaining appropriate logs and security measures in line with the Methodist Church’s safeguarding procedures
* Support compliance and ensure LMC safeguarding policies are adhered to
* Support the Church’s GDPR compliance
	1. **Provide a first point of contact service for community and church enquiries being the public representative of the Church**
* Demonstrate Christian values and approach to the job when managing all queries and issues
* Develop and encourage strong positive relationships with external users, Church groups, the wider community, Church staff, volunteers and the Forest Circuit
* Be a first point of contact for pastoral and practical support signposting those in need to members of the Ministry Team or other Church members where necessary

* 1. **Manage and maintain the Church’s communication to serve the Church and local community and to provide links with the Methodist Forest Circuit**
* Coordinate the quality control of LMC’s communication content particularly ensuring all communication adheres to the ‘branding’ guidelines as set out in the Church’s branding document and align with our Christian faith
* Manage and enhance effective communication and administrative systems within LMC including Churchsuite, Hallmaster booking system, LMC’s Website and Microsoft 365
* Maintain, develop and improve the digital services to streamline activities and processes. This includes preparing the Church for worship
* Create, maintain and oversee the Church’s communication tools (e.g. “The Week” publication, The Midweek email, outside display screen, internal TV screens and the upkeep of noticeboards)
* Distribute information from the Forest Circuit where appropriate
* Trinity Mission Church – oversee lettings and annual building checks

**Terms and Conditions: -**

* Terms of appointment: Permanent
* Salary £17.71 per hour
* Normal working pattern: Monday – Wednesday 8.30am-4.30pm (22.5 hours/week)
* A 6% pension contribution will be paid by the employer through The Pensions Trust with the option of the employee making further contributions
* 20 days annual leave entitlement per year (pro rata) plus pro rata Bank Holidays
* Appointment will be subject to a satisfactory Enhanced Disclosure & Debarring Service (DBS) disclosure
* Appointment will be subject to satisfactory completion of a 3-month probationary period.

**Management: -**

The Church Manager will have a line manager whose responsibilities will be to**:**

* Become familiar with the work of the Church Manager
* Work with the Church Manager to encourage the Church to respond to new challenges
* Determine priorities and strategies for the work in line with LMC’s vision and mission using a work action plan
* Discuss and agree training and development needs
* Encourage and facilitate good communications between the office, all internal and external individuals, groups and networks involved with LMC
* Monitor and evaluate progress with the Church Manager on a regular basis
* Act as a “sounding board” to the Church Manager
* Ensure that the Church Manager receives suitable pastoral support

The Church Manager along with other paid staff will meet quarterly with the LMC Staff Management Group.