



**CAMBRAY**  
**BAPTIST CHURCH**  
**CHELTHENHAM**  
LOVE + GROW + GO

## CHURCH MANAGER Vacancy

### PART TIME – 20 to 24 Hours Per Week

#### **Are you committed seeing people transformed by the Lord Jesus?**

Cambray Baptist Church is looking to appoint a Church Manager who is a committed Christian with excellent interpersonal, management and administrative skills who will play a vital role working alongside our dedicated ministry and office teams and servant-hearted church family as we seek to reach out to those who are not yet Christians, build up those who are, and send out God's people into the world.

Cambray Baptist Church is a friendly church, in the centre of Cheltenham, which seeks to love and follow Jesus in the whole of life. We have a thriving congregation of around 300 across all age ranges and value good Biblical teaching so that we might all continually grow as disciples of Jesus.

Your main responsibilities will include:

- Acting as a point of contact to the leadership
- Personnel management
- Proactive and Strategic programme and diary management
- Communications within the church and externally
- Church Office and premises management
- Fulfilment of legal and administrative requirements

If this is a position that interests you, please visit <https://www.cambray.org/news/church-manager-vacancy> to download the church profile, job description and personal details form.

If you wish to apply for this position, please email our team at [vacancies@cambray.org](mailto:vacancies@cambray.org) with your **CV**, **personal details form** and **covering letter**, which should include your testimony and details of your experience in administration and/or Church management and the skills you would bring to this job.

We would like to appoint to this role to start early in **2023**.

The remuneration package offered is dependent on experience.