

## **CAMBRAY BAPTIST - CHURCH MANAGER ROLE**

There is a vacancy for a part-time Church Manager (**hours to be agreed with the Applicant along with salary**).

### **OVERVIEW OF ROLE**

Responsibilities include:

- Monitoring the Church Office email account ([office@cambray.org](mailto:office@cambray.org)), which includes filtering office emails to protect the pastoral team from dealing with unnecessary day to day enquiries.
- Oversight of the current office volunteers Team and recruiting further volunteers to join the Team with regular meetings.
- Delegation of work that comes into the Church Office as required.
- Ensuring that the weekly e-news (news sheet) content is gathered and distributed in a timely manner using Mailchimp.
- Monitoring our Church Management System, ChurchSuite, ensuring that it is regularly updated.
- Monitoring our Rotas, finding volunteers to manage various rotas, ensuring volunteers keep the rotas and the ministry teams up to date.
- Management of Room Booking in respect of internal/external requests.
- Co-ordinating arrangements linked to special events, for example weddings, funerals, away days, outreach or ministry events, and commissioning publicity where required.
- Co-ordinating the Orders of Service for Sundays to include the weekly Prayer Focus, rota for readers, communion rota checks prior to communion services, filing, etc (some of these tasks can be continued by the current group of volunteers also in conjunction with Pastors).
- Distributing formal church communications, to include agendas and minutes of meetings (liaising with the Church Secretary).

### **ESSENTIAL QUALITIES / SKILLS REQUIRED**

- Ability to administrate, competent with IT and office skills.
- Team worker with good people skills and a warm pastoral heart.
- Ability to respect matters of confidentiality, sensitivity, and act with compassion.

### **PERSONAL ATTRIBUTES**

- The Applicant must demonstrate a personal and living Faith in Christ. (This is a genuine occupational requirement for this post).
- The Applicant must be able to demonstrate the 'Gift of Administration'.
- The Applicant should possess honesty and integrity.
- The Applicant should seek to demonstrate grace and understanding in all interactions.