



CHURCH MANAGER JOB DESCRIPTION

Job title: Church Manager

Hours: This is a full time role but part time / flexible working would be considered

Employer: The Parochial Church Council of the Church of the Ascension, Balham Hill

Line managed by: Operations Director

Role pen portrait

The Church Manager will play a key part in Ascension's mission of growing up, joining in and spreading out with the love of God in Balham and beyond.

The role will involve working closely with the Operations Director, the Vicar and the wider Ascension staff team, supporting them with a range of administrative and operational tasks to ensure the smooth, efficient running of the church and its wider ministry.

It requires someone who is discreet, a self-starter, highly gifted in administration, with strong organisational skills and close attention to detail. The ideal candidate would have a 'can do' attitude and enjoy seeing tasks through to completion, as well as excellent written and verbal communication skills. They would enjoy working as part of an engaged, passionate and close-knit team, in an environment where creativity and innovation are encouraged.



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Principal responsibilities

1. General Administration and Diary Management

- Coordinate church and Vicar's diary, managing events, meetings, and travel arrangements.
- Handle confidential matters with discretion.
- Liaise with external agencies and maintain office supplies.
- Seek improvements in administrative and operational processes.

2. Correspondence Management and Banns of Marriage

- Represent the church professionally in all communications.
- Handle public inquiries and manage correspondence efficiently.
- Process and record applications for church services and banns of marriage.

3. Rotas and Events Management

- Compile and communicate rotas for worship and church activities.
- Assist in organizing church events and manage tech equipment.
- Handle enquiries for hall rentals.

4. Volunteer Recruitment and Safer Recruitment Administration

- Be the main contact for volunteer inquiries.
- Manage the safer recruitment process for volunteers.
- Support recruitment processes and ensure compliance with Safer Recruitment guidelines.

5. Project Management

- Assist with church projects and events like Church Weekend Away.
- Manage logistics, communications, and compliance for events.



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6. Record Keeping

- Maintain organized records and databases for church activities.
- Ensure compliance with GDPR and other policies.
- Keep records of church attendance and sacramental registers.

7. Parochial Church Council (PCC) and Wider Church of England

- Prepare materials for PCC meetings and follow up on actions.
- Support communications with Church of England bodies.
- Maintain strong diocesan relationships.

8. Financial Administration

- Assist with the church's financial tasks, including invoice processing and bill reconciliation.

9. Safeguarding

- Adhere to and promote the church's Safeguarding Policy.
- Support the handling of safeguarding matters with clear communication.

10. Spiritual Life, Personal Development, and Team Working

- Pursue personal spiritual growth and participate in team prayers.
 - Contribute actively to staff team efforts and church ministries.
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PERSON SPECIFICATION

ESSENTIAL

- Strong skills in administration, including high level of attention to detail and excellent organisational skills.
- Excellent computer literacy skills (including MS applications such as Word, Excel), with the ability to learn to use new applications quickly and effectively (e.g. ChurchSuite).
- Ability to juggle a large and varied workload.
- Ability to use initiative, prioritise, meet deadlines and manage own workload.
- Excellent written and verbal communication skills.
- Ability to take the initiative and be proactive, along with a desire to learn and continuously improve.
- Discreet and able to maintain confidence.
- Ability to work effectively in a team and welcome and encourage others.
- Motivated and able to see projects and tasks through to completion.
- Able to organise and manage events and diaries efficiently.
- Commitment to the Christian faith (as involved in acts of worship), as well as to promoting the vision of Ascension, Balham.

DESIRABLE

- A member of Ascension, Balham and be in regular attendance at weekly Sunday services.
- Experience working with a senior leader or team in a supporting capacity.