

CHURCH OF THE REDEEMER

JOB DESCRIPTION: DIRECTOR OF PARISH OPERATIONS

Position Title: Director of Parish Operations

Reports To: The Incumbent

Purpose of the Position: To facilitate the effective coordination of the day-to-day operations of the Church office. The Director of Parish Operations is responsible for the efficient daily management of the operations of the Church office and facilities, will supervise lay office and caretaking staff, and will be expected to evaluate and recommend ways to manage work and resources of the Church more efficiently.

Duties and Responsibilities: **Human Resources**

1. Oversee the recruitment, hiring, training, and managing of lay staff, in consultation with the Incumbent and the HR Committee of the Board of Management.
2. Oversee staff orientation upon the commencement of their employment.
3. Oversee compliance by the Church of all legal and financial requirements of the Diocese and the Governments of Canada and Ontario.
4. Oversee the proper training and management of volunteers.
5. Oversee the proper maintenance of Church filing and record keeping systems.
6. Maintain HR Policies and Procedures that support best HR practices and provide for clear direction on HR issues.
7. Management member of the Health and Safety Committee.
8. Oversee the conduct of annual performance reviews with lay office staff.

Financial Management, Reporting and Analysis

1. Liaise with the Bookkeeper, Treasurer, Incumbent, and Chairs of the Board of Management and Advisory Board to ensure the accurate and timely submission of financial information, and assist with the annual audit.
2. Oversee envelope reporting and the issuance of tax receipts, providing direction when needed.

3. Work to improve the effectiveness of office routines related to expense submissions, approvals, reimbursements, and cheque-signing and delivery.
4. Assist with the preparation of letters to donors, handle donor inquiries, and coordinate periodic and regular mailings.
5. Oversee the submission of Diocesan and Government returns.
6. Monitor the budget on an ongoing basis and bring concerns to the attention of the Incumbent, the Chairs of the Board of Management and Advisory Board, and the Treasurer.
7. Assist with the annual preparation of budgets for Vestry, and with stewardship and fundraising projects, as required.

Office Management

8. Act as the central contact person for inquiries from parish groups and non-parish organizations.
9. Attend meetings of the Board of Management and Advisory Board.
10. Oversee the management of the building, including the security system.
11. Oversee the computer network, and manage access and passwords.
12. Develop and maintain close working relationship with Chairs of Board of Management and Advisory Board committees.

Administration and Security

13. Emergency contact for security system, fire, and police.
14. Ensure staff are available to secure Church School and Nursery.
15. Oversee and coordinate police check paperwork and Responsible Ministry Training.
16. Oversee the contractual obligations of the Church, including its property insurance.
17. Oversee the promotion of the rental of rooms for outside users.

Marketing and Communications

18. Oversee the production of parish marketing publications, both hard copy and on-line.
19. Manage the maintenance and update of the parish website, on-line communications and outdoor signage.

Qualifications needed:

Experience, Skills, and Gifts

1. Solid management experience, including management of direct reports.
2. Excellent interpersonal, written, and oral communication skills with the ability to work collaboratively within a diverse parish community.
3. Ability to learn and apply relevant provincial and federal legislation and regulations, and Diocesan policies.
4. Ability to provide leadership, manage, motivate and evaluate team members within a collaborative work environment.
5. Discretion, sensitivity and professionalism.
6. Able to work proactively and independently, or as part of a team.
7. Flexibility and agility in managing a diverse set of responsibilities and priorities.
8. Strong project management, problem-solving, and time management skills.
9. Proficiency with technology and able to independently learn and work with new software, systems, and tools.
10. Experience with database management and/or membership software an asset.
11. Work ethic and outlook that are compatible with the mission and values of the parish.
12. Experience working within a faith-based community is an asset.

Weekly Hours of Work:

Monday to Friday, 9 am to 5 pm. Some flexibility is required, as evening work may be necessary.

Position Risk Assessment:

High. A police check will be required of the successful candidate.

September 23, 2019