

**One2One Church of Christ  
Position Description**

<b>Position title</b>	<b>Church Management Team Leader</b>
<b>Reports to</b>	<b>Senior Pastor</b>

**Job Purpose:**

*The vision of the church is to reach people, renew lives and release ministry in our efforts to do our all for God's glory. The role of Church Management Team Leader is responsible to lead all efforts related to church business management, ensuring all management activities are aligned with the church vision and support the strategic plan. The role works closely with the Senior Pastor to release them from church administration responsibilities. The role is one of team leadership, with responsibility to oversee day-to-day activity, but importantly building capacity, new systems, processes and resources to support church growth.*

**Key Outcomes of the Role:**

- Develop a business and operational model that enables strategic alignment between operational activities and the vision of the church.
- Ensure the effective and efficient operation of the administration functions of the Church
- Protect the financial sustainability of the church through sound accounting practices and best practice fundraising activity.
- Continue to develop the administration and ministry support practices to enable the church to grow while minimizing cost increases.
- Provide effective communication of information to all stakeholder groups regarding church activity, member participation and church finances.
- Lead the development of church facilities to support the activities of the ministries of the church.
- Ensure compliance to HR and OH&S legislation and strive toward best practice management of staff and volunteers
- Ensure the church complies with all legal, ethical and financial requirements and complies with CCVT policy and requirements.

**Specific Duties and Responsibilities:**

**Team Leadership and Development**

- Provide effective leadership and management of direct reports, both paid and unpaid.
- Recruit and develop volunteers to deliver the day-to-day administration activities of the church and improve individual and team outcomes.
- Take responsibility for his/her own development, including the development of an annual Professional Development Plan, to continue to improve the outcomes for the administration area and the broader church.
- Manage the annual appraisal process and perform appraisals for individuals in the Administration team.

**Administration Operations**

- Lead staff and volunteers to provide efficient and effective administration functions for the church.
- Lead the integration and expansion of the Elvanto database providing training and developing procedures as necessary to enable strong understands of congregational and group participation. The database is a critical enabling tool to allow Ministry Directors to more effectively perform their roles.
- Coordinate the provision and development of effective IT systems to support ministry directions and outcomes.
- Develop reporting systems to inform key ministry areas on progress on key strategic areas and assist ministry directors to collected data to develop their ministry teams and areas.

- Oversee the first response activity of the church office.
- Oversee data management to support ministry activity.
- Manage key relationships and contracted services with external parties.

### **Financial Management**

- Manage the financial accounting requirements of the church including data entry to MYOB, financial reporting and audit process
- Responsible for all payroll functions in line with church policy and direction from the Senior Pastor.
- Lead the development of strategies to increase the income of the church by improving practices in offering, fundraising, bequests and grant opportunities.
- Lead the annual budgeting activity in conjunction with the Senior Pastor.
- Develop practices to improve the support of ministry areas and ministry outcomes through the effective use of available financial resources.

### **Marketing and Communications**

- Lead the Marketing and Communications efforts of the church. Coordinate other resources to deliver effective communication pieces through worship services, social media channels, website, newsletters, emails and other channels as appropriate.

### **Building maintenance and Services**

- Oversee maintenance activities and resources to provide a safe environment and to protect the church assets.
- Manage the overall presentation of the church, both internal and external, including signage, grounds and internal spaces.
- Lead larger building and maintenance projects that occur from time to time, coordinating planning, tenders, contractors and council applications.

### **HR Management**

- Be the primary resource for HR management functions for the organization. Leading the development and maintenance of all staff and key volunteer position descriptions and ensure organization compliance to performance review policy.
- Develop policy that ensures compliance to legal requirements and supports a healthy and productive work environment.
- Develop and manage employment contracts for staff as required.

### **Compliance and Policy**

- Be the center of expertise on policy impacting on the church's day-to-day activities including HR and all legal compliance and reporting.
- Manage the review and updating of operational policy as appropriate and ensuring that policy changes are communicated effectively. Maintain a current and up to date policy manual to support decision making by others.
- Ensure that all legal, safety and care requirements are met through implementation and compliance with appropriate policies, procedures, communication and training for program leaders and volunteers.
- Ensure compliance with the CCTV policy for Responsible Leadership with Children and Youth.

### **Relationships**

The Church Management Team Leader reports to and works closely with the Senior Pastor and the other members of the staff Leadership Team, and

- Participates in the regular Leadership Team meetings
- Leads other paid and voluntary staff in the administration functional area
- Maintains healthy and productive relationships with external suppliers.

## Qualifications and Requirements

### Essential requirements for the role

- *Proven experience as a business manager or relevant role*
- *Tertiary qualifications in Business Management or extensive experience*
- *Excellent organizational and leadership skills*
- *Outstanding communication and interpersonal abilities*
- *Thorough understanding of diverse business processes and strategy development*
- *Excellent knowledge of MS Office and information systems*

### Preferred requirements for the role

- *Bachelor level qualifications in a relevant discipline (Business, Finance, HR, Marketing)*
- *Strategic Communication training or experience including social media*
- *Project management experience*

## Working Conditions

The position for the Church Management Team Leader is currently a part-time position at 0.6 FTE.

Given the nature of the church activity there will need to be flexibility in the working hours, however the regular days to be worked will be set in consultation with the Senior Pastor.

There is an expectation that the Church Management Team Leader will lead by example in terms of giving voluntary time to church commitments.

The incumbent will be entitled to 4 weeks of paid pro rata annual leave each year at a time to be agreed by the Senior Pastor.

The church will release the Church Management Team Leader for up to 24 hours per year for the purposes of professional development. The nature of the professional development will be in accordance with the annual plan developed with the Senior Pastor. It is understood that throughout the year, opportunities may arise so there will be some flexibility with this plan.

The church will contribute financially to professional development, with each request being assessed on its merits. It is not guaranteed that all costs for each request will be covered. In circumstances where additional professional development is sought (above the 24 hours) this will be at the time and expense of the Church Management Team Leader unless agreed upon by the Senior Pastor.

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<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	
<b>Date of next review</b>	

## Appendix – Employment Standards

### **As a member of the Leadership Team, the Church Management Team Leader shall:**

- Conduct ministry according to the following Churches of Christ in Victoria and Tasmania (CCTV) policy documents: (1) Terms and conditions of employment and (2) The Practice of Ministry – Code of Ethics.
- Personal well-being to be maintained through:
  - Taking responsibility for personal health and well-being
  - Taking care of own family and contributing faithfully to own marriage
  - Leading by example in terms of personal commitment to Christ
- Publicly and privately support the organisation and other members of the team, acknowledging the strengths and weaknesses of others and acting with courtesy and respect.
- Act honestly and in good faith at all times in the interests of One2One, ensuring that all stakeholders, particularly those who are part of the congregation, are treated fairly according to their rights.
- Perform his/her duties as best they can, taking into account their skills, experience, qualifications and position. He/she shall act in a safe, responsible and effective manner.
- Be punctual and reliable in his/her attendance and adhere to his/her prescribed and authorised hours of duty.
- Comply with the prescribed terms and conditions of his/her employment/engagement as set out in his/her employment agreement.
- Record his/her attendance for duty in the manner prescribed.
- Notify the organisation of any inability to attend duty as early as possible so as not to inconvenience others or delay the work of the organisation.
- Carry out his/her duties in a lawful manner and ensure the organisation carries out its business in accordance with the law, and recognise both legal and moral duties of their role.
- Respect and safeguard the property of the organisation, the public and colleagues; and observe safe work practices so as not to endanger him/herself or others.
- Maintain confidentiality regarding any information gained through his/her work and not divulge personal information or the address or phone numbers of Staff, Board or service users.
- Ensure that all transactions, agreements and records that flow from relationships with One2One's stakeholders will be accurately and openly recorded in the organisation's books and records, and no entries will be made which obscure the true nature of a transaction.
- Ensure that One2One will market and communicate its ministries, services and functions with integrity and accuracy.
- Ensure that personal and financial interests do not conflict with the duty to One2One.
- Undertake no personal or business activities for personal gain while at the organisation or while conducting business of the organisation: procedures associated with such activities will not be carried out on the organisation's computers without open and express permission of a higher authority.
- Work within the organisation's policies and principles.
- Discuss issues where appropriate with the Leadership Team and Elders to determine whether or not a contemplated action is ethical.

(One2One Core Values and Code of Ethics Policy)