



Job Description: Church Manager

FTE: 25 hrs/week (0.65FTE)

Salary: \$35,269-\$38,363

Grandview Church, Vancouver

Job Description

The Church Manager oversees the operations of the church, including but not limited to budget, facilities and human resources. They directly oversee the church administrator, custodian and building manager. The Church Manager works collaboratively with the lead pastor and council to ensure accountability, transparency and acts as a conduit between the groups, requiring them to be a clear communicator, and have an understanding of policy and budget management.

Primary Responsibilities

Human Resources

- Administrative hiring and onboarding, enrollment in payroll and benefits
- Responsible for upkeep of job descriptions, staff contracts and staff records
- Participates in HR committee

Policy

- Responsible for the creation and upkeep of policy/procedure and for supporting implementation
- Responsible for supporting staff to understand and apply appropriate policy/procedures as needed
- Responsible for identification of gaps and areas for further development

Budget

- Responsible for budget oversight, liaising with council and contracted finance manager
- Responsible for payroll oversight, accounts payable,

Communications

- Responsible for oversight of communications (bulletins, newsletters, website, emails, etc) in collaboration with other church staff
- Acts as a liaison between council and church staff

Facilities

- Ensures upkeep and maintenance of facilities, including the church building and church-owned homes

Other duties as determined by supervisor and team

Qualifications

Personal Attributes

- Demonstrated understanding and passion for Grandview Church mission and values and committed to participation in GC worship services
- High level of care and attention to details
- Community-minded collaborative outlook
- Gracious, flexible, empathetic with a sense of humor
- Demonstrated ability to interact effectively with different people and personality types
- The ability to plan, prioritize and coordinate multiple responsibilities and timelines
- Experience sticking to timelines and resources allotted
- Experience working in a non-profit setting
- Commitment to Inclusion, Diversity, Equity and Accessibility

Education

- Bachelor's degree in business admin or equivalent training and experience working in non-profit setting

Skills

- Strong supervisory/managerial experience
- Demonstrated ability to recruit, maintain and lead volunteers
- Strong administrative and technology skills including: Word, Excel, Google Drive, Zoom, Powerpoint or Pages and basic social media operations
- Proven written and verbal communication skills

Terms of Employment

- Part Time position: 25 paid hours per week, requiring flexibility in scheduling
- Hourly wage: (based on CBWC paygrid)

Benefits

Benefits package includes: health, dental, life insurance (including dependent life insurance), critical illness coverage, and long term disability. As well we offer pension matching, up to 6% into a Defined Contribution Pension Plan (DCPP).

Grandview Church is strongly committed to creating a diverse workplace and community. All qualified persons are encouraged to apply.

Please let us know by emailing us at admin@gcbchurch.ca or calling us at: 604.255.1411

Interested candidates are invited to send their resume with a cover letter to:

admin@gcbchurch.ca

Applications will be processed as they are received until the position is filled.

Employment beginning February/March 2023