



Reports To Board (Via Ministry and Personnel Committee)
Date Approved
Status Fulltime (37.5 hours/week)

JOB SUMMARY

St. Andrew's-Wesley United Church (StAW) is a 2SLGBTQ+ affirming church that walks in the path of Jesus because we long for greater peace, love and justice in the world. No matter who you are, no matter who you love, all of you is welcome here. As part of the United Church of Canada and operating through a governance board model, we offer three worship services and a whole host of programs in Art, Spirit, Social Justice and Inclusion.

Our talented team of 15 staff and rich involvement from volunteers on ministry and operational teams means we take seriously our mission to embody love, change lives and transform the world. With a rich heritage starting in 1927, the church building is an iconic landmark in the Westend of Vancouver.

As a thriving congregation in an urban setting, we are dedicated to providing a compassionate, inclusive and welcoming space open to all through our worship services and programs. The incumbent is committed to creation and maintaining of systems to help the operations of the church thrive, and to building and nurturing collaborative relationships between and among our ministerial team, congregation and community leaders, and administrative team.

The incumbent demonstrates humble self-assurance and seasoned judgment with leadership responsibility for operations, including communication, facilities management, finance, human resources, marketing and risk management. Values alignment is critical to us. This is as much a vocation as a job, so please visit our website to learn more about our values and what we do:

www.standrewswesley.com

The incumbent has demonstrated experience with implementing process improvement, work planning and the development of operational strategies. As a people leader they are responsible for mutually developing staff through open dialogue, job enrichment and training. Demonstrates outstanding interpersonal and communication skills, working with grace and composure in our spiritual and mission-driven environment.

SUMMARY OF RESPONSIBILITIES

Executive Ministry Team (Lead Ministers and the Executive Director of Operations)



- Active participation in executive level planning on finance, communications, and staffing for StAW
- Work to ensure faithful and effective implementation of the St. Andrew's-Wesley vision and mission
- Provide leadership support to the Board as appropriate in areas such as strategic planning, risk management and financial oversight, and is responsible for the administrative responsibilities of the board including reporting, ACMs (Annual Congregational Meetings), compliance and onboarding (orientation) of new board members? onboarding

Financial Oversight

- Prepare, administer and review annual Budget – Operating and Capital – in collaboration with Ministry team, Board and Trustees
- Develop, review and update financial policies and procedures as necessary to align with generally accepted accounting procedures, the strategic mission of StAW, and the ethical principles and theology of the United Church of Canada
- Responsible for the oversight of the budget and the investment portfolio of the church, and for all financial reporting in compliance with CRA regulations
- In collaboration with the Treasurer and supported by accounting staff, manage and oversee the endowments and all other financial tools used to secure the longevity and mission of the church
- Design and implement, with support from the Lead ministers the annual stewardship campaign
- In collaboration with the Lead Ministers and/or Board, manage, review and oversee the bursary program and participate in strategic planning on charitable givings and/or projects related to the endowments

Facility Management

- Ensure smooth and efficient facility operations and oversight of all improvements, repairs and maintenance, and planning for the future
- Develop, review, update facility use policies and procedures as necessary to align with the strategic mission of StAW
- Oversight of all rental revenue strategies and strategic partnerships with community agencies
- Oversight of any building improvements or deficiencies

Board Secretary

- In consultation with the Board Chair, prepare the Board Agenda
- Support Board in its endeavours, preparing reports, conducting research as required
- Is a member of the Board Executive Committee, Finance Committee and Governance Committee of the Board



Administration oversight

- Ensure smooth and efficient administrative operations, including identification of technology solutions (e.g. databases and data solutions) that support and enhance operations
- Oversee the relationship of any contractor service providers
- Evaluate and make improvement to all administrative systems and review and create SOPs for the church

Staff management

- Supervise a team of seven operations team members (office administration, volunteer management, financial operations, communications, and facilities staff) including annual performance reviews, hiring, and professional development
- Running weekly operations meeting with the operations team to set goals, determine priorities and evaluate systems

Communications

- In collaboration with Executive Ministry team, oversee the development and implementation of an integrated communications plan.
- Implement and supervise the creation of all communications and promotional items such as signage, installations, social media, creative (print and online) and branding.

EDUCATION/WORK EXPERIENCE

- A minimum of five years' work experience in non-profit agency operations management and supervision, or an equivalent combination of experience and education
- Experience in a church setting an asset

SKILLS

- Task oriented and results driven
- Strong organizational and project management skills
- Experience with performance management tools and practices
- Strong operational management, leadership and administrative skills
- Data savvy, systems thinking, with strong technological implementation experience
- Strong communication (verbal and written), organizational and interpersonal skills
- Able to work as a team leader, with input from the ministerial team, the Church Board, congregation, and community leaders
- Actively leads efforts to establish and accomplish operational goals, objectives and strategies



- Forward looking, able to anticipate and adapt as needs of the congregation and the position change
- Ability to effectively manage conflict along with excellent Emotional Intelligence
- Excellent management and supervisory experience with a focus on team building and staff development

Annual Salary range: \$92,000 to \$120,000

Location: 1022 Nelson Street, Vancouver.

To apply please send your resume and cover letter to
irina.ageeva@expresspros.com