

Operations Manager

Role Description and Parish Profile



www.4u-team.org

1 Welcome!

Welcome and thank you for considering this role of Operations Manager in Marlow. We are praying that the Holy Spirit will lead you as you consider this exciting new role.

We are seeking someone to come and join our team and serve with us here in Marlow. This full time post will make a significant contribution to the smooth running of all that happens in the busy life of All Saints Marlow. We are looking for someone who will find fulfilment in serving the church family and being part of a happy and dedicated staff team.

We are praying for you as you discern if this is the right post for the next chapter of your life.

Sarah Jones, Team Vicar



2. All Saints Marlow and the 4U team – the story so far...

There has been a church on this site in Marlow for about 1,000 years. It is humbling to think about how many generations have been baptised, married and buried in this church and have worshipped here week by week for all that time. That's over 50,000 Sundays!

In 1993, All Saints' Marlow was joined together with the churches in Bisham, Little Marlow and Marlow Bottom to form a team of four churches called the "4U Team". You can read more about the churches of the 4U team on our website. Our four churches share clergy and work together to see God's kingdom grow.

We have four churches in our team but just one PCC, which we call the Team Council. Each church also has its own DCC, which we call the Church Council. Each of the clergy visit the other churches in the team regularly, but everyone also has their 'home' church where they spend most of their time. We share a common teaching programme, which is planned by the team-wide Worship Planning Team.

The four churches all share an administrative hub – the parish office. This small office is set in the corner of All Saints Marlow churchyard. The 4U Team Administrator works in the parish office carrying out the administrative work of the 4U team Monday to Friday between 10 - 12am. There are a number of church members who give their time unpaid to help in different ways in the office.

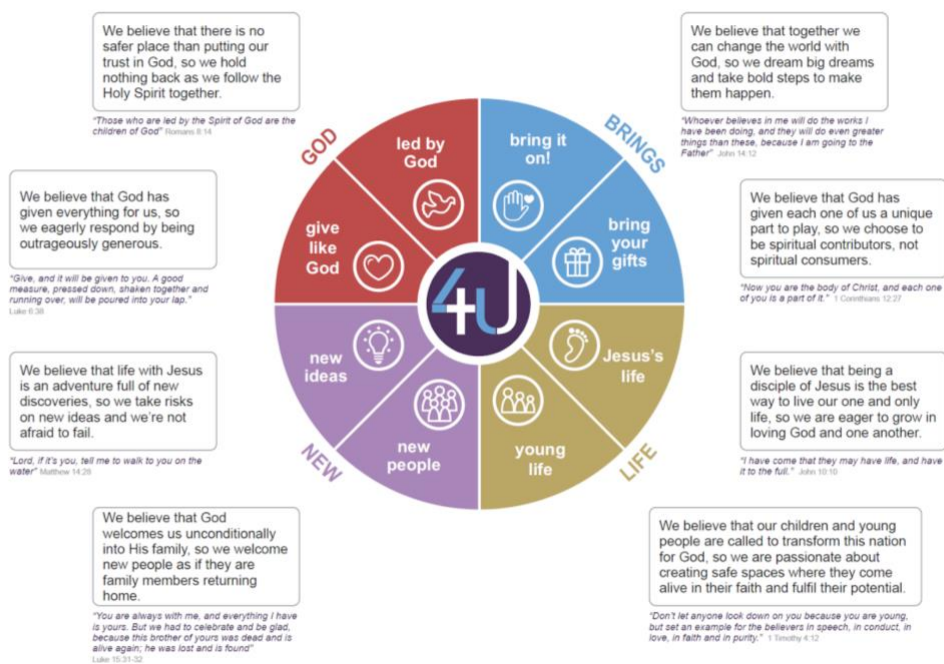
This new full time role of Operations Manager is purely for All Saints Marlow, the largest church in the team, but it includes line management of the 4U Team Administrator. The All Saints Staff team has an office in the Church Hall on the Causeway. The Operations Manager would split their time between both offices.

3. More about All Saints Marlow and our values

All Saints is a lively and growing parish church seeking to love God and serve the Marlow community. We are a church family of all ages, stages and backgrounds. We embrace both traditional and contemporary styles of worship and live stream our services on YouTube. We also host a large number of life event services, on average about 30 weddings, 40 baptisms and 50 funerals per year.

We have eight values that guide us as a church family here in Marlow. We group them into four pairs, easily memorised by the words “God Brings New Life”. Each value has a corresponding Bible verse and a sentence which shows how our beliefs about God lead us into action as a church.

Our Values: GOD BRINGS NEW LIFE



4. Operations Manager - The Person and the Role

The Person we are looking for is:

1. A person who is honest, reliable, trustworthy and efficient.
2. A leader with a high level of self-awareness and experience of leading teams.
3. Someone who will encourage and empower others to use their different gifts and abilities for the strengthening of the church and its mission.
4. Strong strategic thinker, with good organisational and people management skills.
5. Able to set wise boundaries and live graciously within them to keep a healthy life balance.
6. Has outstanding IT skills, including Microsoft Office, GSuite, ChurchSuite, Facebook, Instagram, WhatsApp.
7. Looking for a full-time role, 37.5 hours per week: Monday to Friday.
8. Able to work from the Church Hall Office and Parish Office in Marlow.

The role we are looking to fill is **ASM Operations Manager (37.5 hours)**:

- This is an operational leadership role, working closely with the Team Vicar and staff team to ensure the smooth running of all ASM Operations including long and short term operational planning. But it will also have a practical side and require a willingness to 'get stuck in'.

Key responsibilities

1. ASM Diary & Events

- Church and Hall diary booking, including concerts & social events (confirming dates, booking forms, invoicing including PRS/PPL licence, arranging open/lock up).
- Overseeing events with ministry leads, including Welcome lunches, Alpha.
- Production of risk assessments where necessary eg for river baptisms.
- Working with the Wedding Co-ordinator, Clergy and Verger team to ensure the smooth running of weddings and funerals.
- Liaison with Baptism Co-ordinator to ensure the smooth running of baptisms from first application to baptism.

2. ASM Church Services support

- Sunday support, including rotas and ChurchSuite service plans.
- Liaison with service teams.

3. Liaison with ASM Church Wardens and Church Council.

4. Line management of 4U Team Administrator.

5. Link with ASM Finance team.

6. Facilitate linkages between different teams across the Church.

7. Provide HR support, including tracking annual leave, prompting annual reviews and organising training.

8. Responsibility for input, upkeep and housekeeping of ChurchSuite database.

9. ASM Church Hall Office environment, including ordering stationery

10. Committed to safeguarding and ensuring ASM is a safe church especially for our youngest and the most vulnerable.

Details

- Reporting to the Team Vicar, Rev Sarah Jones
- Full-time, 37.5 hours per week, Monday to Friday.
- Initial duration of post is 1 year.
- Applicants must be sympathetic to the Christian faith.
- Employed by the PCC of the 4U Team.
- 6 months probationary period.
- Salary of £33,000 plus pension, phone, laptop and full working expenses.
- Working from the Staff Office (in the Church Hall) and in the Parish Office in Marlow.
- Weekly All Saints team meeting (Tuesday mornings).
- 6 weeks' holiday per annum.
- 1 week of paid retreat per annum (can be taken as one week or spread across the year).

The final appointment will be subject to satisfactory references and an Enhanced DBS check.

5. Who's Who at All Saints Marlow

The Staff Team

We have a wonderful staff team at All Saints and enjoy working and having fun together. Here is a list of some of the people with whom you would be working!

Rector – this post is currently vacant following Rev Dave Bull's appointment as Bishop of Buckingham

Team Vicar – Rev Sarah Jones (full time)

Two Churchwardens - Caroline Bradley-Sessions and Charlie Brown

Worship and Production Leader - Nick Collard (full time)

Children's Leader - Laura-Anne Putterford (full time)

Youth Leader - Emily Clark (30 hours)

Parish Administrator - Alison Grottup (part time)

Rector's PA/Deanery - Debbie Leach (part time)

Director of Music - Mervyn Williams

Assistant Director of Music - Rhidian Jones.

The whole congregation too!

We have lots and lots of other people in our congregations who give of their skills and time to build for God's kingdom here in Marlow and beyond. They lead and are involved in lots of our ministries.

The Wider 4U Team

In the wider 4U team we also have a wonderful team of clergy, a mix of full and part-time and non-stipendiary: Rev Fiona Ellingham, Rev Graham Watts, Rev Sami Watts, Rev Mieke Gaynor, Rev Gabrielle Smith, Rev John Smith, Rev Sue Irwin and Rev Carol Cooper.

Summary

We believe that God has so much in store for All Saints Marlow as we are led by the Spirit to be a beacon of light and hope and love in this place. Marlow is a wonderful place to live and work and our church community is waiting to welcome our newest staff team member. If, as you have read these pages, you believe this might be where God is calling you then we would love to hear from you. We are praying for you.

If you would like to talk more about this role before you apply, please call Rev Sarah Jones on 07931 162488.

Please download an application form from our website or email Debbie Leach on

Debbie.Leach@4u-team.org. The deadline for applications is Wednesday 26th February. Interviews on Monday 3rd March.

