



Role description
and parish profile for

OPERATIONS MANAGER

All Saints' Church, Marlow

1 Welcome

Thank you for considering this role of Operations Manager at All Saints Marlow.

This full-time post will make a significant contribution to the smooth running of all that happens in the life of All Saints Church. The church is growing, and the new Operations Manager will play a key role in bringing our operational processes and structures in line with the growth that God is bringing, working closely with me the as new Rector.

We're praying for you as you discern whether this could be the right role for you.

Sam

Rev Sam Follett

Team Rector



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.

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.

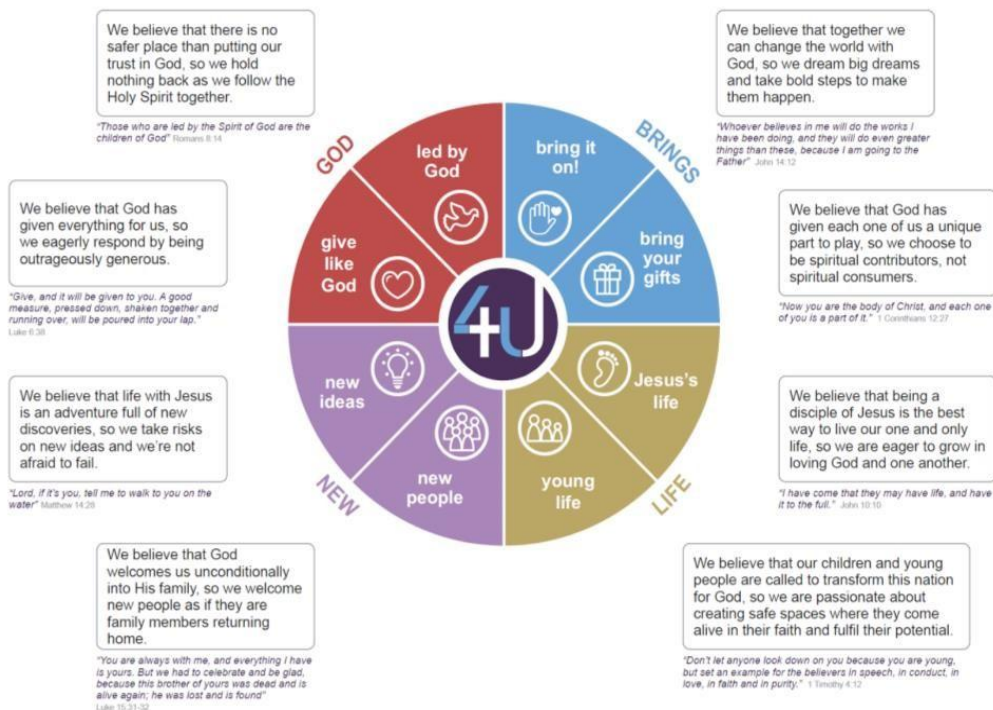
This full-time role of Operations Manager is purely for All Saints Marlow, the largest church in the team, but it includes line management of the 4U Team Administrator. The All Saints Staff team has an office in the Church Hall on the Causeway. The Operations Manager would split their time between both 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 livestream 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. A good communicator - skilled in liaising with others and proficient in using a wide range of social media, as well as updating websites
6. Outstanding in IT skills, including Microsoft Office, and ideally familiar with Google Suite and ChurchSuite.
7. Able to set wise boundaries and live graciously within them to keep a healthy life balance.
8. Looking for a full-time role, 40 hours per week: Monday to Friday.
9. Able to work from the Church Hall Office and Parish Office in Marlow.

The role of the ASM Operations Manager:

- This is an operational leadership role, working closely with the Team Rector and staff team to ensure the smooth running of all ASM Operations including short and long term operational planning.
- This role will be a mix of hands-on work plus a visionary role to establish better structures for operations across all ministries, as well as engaging the Church community.

Key responsibilities

ASM is a highly skilled and generous Church family, who serve one another and want to be involved. The role of Operations Manager will be to coordinate, with staff and lay, all ministry efforts and ensure that everyone has what they need for their ministries to flourish. Overall, this role, in collaboration with the Rector, ensures the smooth functioning of the Church by managing facilities, human resources and technology, whilst implementing strategic plans and maintaining compliance.

To this end, key responsibilities of the Operations Manager will be to:

Work with the Rector to establish better operational structures and clarity, including establishing new teams, to keep pace with a growing Church.

Manage ASM Diary & Events including Church and Hall diary booking, concerts & social events (confirming dates, booking forms, invoicing including PRS/PPL licence, arranging open/lock up, managing relationships with clients, etc); ensuring that all Church events (including Welcome Lunches, Alpha, Church Picnics), and community events (like the September Fun Day/Quiz nights, etc) have the resources they need for a successful outcome – staff input, volunteers, equipment, promotion, bookings, etc.; produce risk assessments for ministry events where necessary e.g. river

baptisms; working with the Wedding Co-ordinator, Clergy and Verger Team to ensure the smooth running of weddings and funerals.

Support ASM Church Services – working with the Rector and staff team (and service teams if necessary) during the week to ensure smooth running of Sunday services, as well as support at special services (civic, Church schools, etc) – ensuring that bookings are expedient and working with staff to ensure that services run smoothly.

Close liaison with ASM Treasurer and Finance team to support budgeting of ministry expenditure and general Church spending.

Line management of 4U Team Parish Administrator.

Oversee ASM Church and Church Hall properties, including health & safety and building concerns, as well as general maintenance. Line management of facilities/cleaning staff or volunteers, and overseeing safety and security protocols to ensure a safe environment for staff and site users.

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

Responsible for good management of the ChurchSuite database, and facilitate effective communication and coordination between staff, volunteers and members of the congregation.

Oversee ASM Church Hall Office environment - sourcing and ensuring good management of office supplies and equipment.

As a practicing Christian, work with the Rector to provide spiritual support and encouragement to the staff team and Church family.

Job Challenges

This is a significant role within All Saints' Church Marlow. The role holder needs to be able to both handle a high volume workload and balance conflicting pressures & priorities, whilst upholding the values of ASM. The role holder needs to be able to lead & motivate a team of individuals who are used to working with a high degree of independence and in an aligned team context. There will be leadership and management challenges that the role holder will need to deal with both in the short and medium term to ensure that the administration and operational aspects of Church life support the delivery of the church's vision and mission. The role holder will need to act as both subject matter expert and advisor to the Rector on people management & administrative issues whilst also working with a high degree of autonomy.

How we will support you

The Team Rector will be your line manager and will meet with you regularly to discuss current issues, project progression, forward planning, personal development and long-term plans.

You will serve in a vibrant Church family alongside a dedicated, supportive staff team. You will be expected to play your part in bringing life and encouragement to the staff team as well as receiving it.

ASM is part of the 4U Team which includes 3 other churches in the Parish, and is also closely connected with Churches Together Marlow. You will find support within these networks in sharing ideas and concerns, and receiving feedback for best practice.

Details

- Reporting to the Team Rector
- Full-time, 40 hours per week, Monday to Friday.
- 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 staff team meeting (Tuesday mornings) including participation in prayer and worship.
- 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.

Team Rector – Sam Follett

Two Churchwardens – Ross Bull and Rachel Bourdillon

Worship and Production Leader - Nick Collard (full time)

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

Youth Leader - Emily Clark (full time)

Parish Administrator - Alison Gröttrup (part time)

ASM Ministry Administrator – Alison Southgate (part time)

Director of Music – Mervyn Williams

Assistant Director of Music – Rhidian Jones

The congregation

We have lots and lots of other people in our congregations who give of their skills and time to build God's kingdom here in Marlow and beyond. They lead and are involved in our diverse 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 nonstipendiary: Rev Fiona Ellingham, Rev Graham Watts, Rev Sami Watts, Rev Carol Cooper, Rev Mieke Gaynor, Rev Gabrielle Smith, Rev Sue Irwin, and Rev Tom Venables our curate.

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. 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.

Please download an application form from our website

<https://4u-team.org/churches/all-saints-marlow/>

or email Alison Southgate at

alison.southgate@4u-team.org

The deadline for applications is Tuesday 28 April 2026.