**Capitol Hill Presbyterian Church Manager**

Purpose: assist the church leadership in overseeing and managing the implementation of the strategic vision for the church. In particular assisting in the administration of our church including:

* Strategic communication
	+ Oversee the production of our regular church communications, including the Bulletin, Weekly Enews.
	+ Prompt ministry teams to keep up clear and multi-channeled communications, i.e., they are using 4-5 methods of communications.
	+ Look for consistent messaging of our church’s yearly goals as determined by session.
	+ Quarterly newsletter that goes out with financial statements
		- Work with pastor on what information to include in his letter.
* Work with our Ministry Teams:
	+ Train new ministry team leads in leading their teams.
	+ Put together the September and March Ministry Team goal producing workshops.
		- Overseeing ministry teams SMART goals produced at those workshops.
	+ Finance
		- Contact the finance chair every August to make sure they are on track for the fall budget construction.
	+ Personnel
		- Contact the chair every august to make sure they are on track for the fall staff reviews.
		- Review Pastor’s terms of call.
		- Work with paid staff to be accountable to yearly goals,
		- Keep track of weekly hours, tangible follow through with goals.
	+ Facilities
		- Keep all computer in good repair, updating, replacing hardware and software as needed. (consult our computer tech as necessary)
		- Oversee Caretaker and Custodial staff.
		- Oversee all facility maintenance
			* Hire/manage all subcontractors
			* Manage volunteers.
		- Sound and lighting and projection systems
			* Make sure all sound, lighting and audio equipment is in good repair. (consult worship director and AV tech as necessary)
		- Liaison with all tenants
			* Write up all MOUs and keep them current.
			* Semi-annual meetings with all Church tenants.
* Work with our Session and Pastor
	+ Work with Clerk to keep ministry manual up to date.
	+ Work with Clerk and Pastor to send in yearly statistics.
	+ Assist Pastor in producing the presentation at the annual congregational meeting.
	+ Work with Session to accomplish the ASP SMART goals.
		- Communication—everyone uses at least 4 out of 8 available communication media.
		- 75% of member rolls serving on ministry teams by March 2016
		- Have a plan for what to do with the building/facilities by July 1, 2017
		- By Pentecost 2016 have 10 mentors trained and graduated.
		- By 2020 have 25 active enrolled youth (6th-12th grade) and 45 active and enrolled children (3rd-5th grade).

 Future Seismic Upgrade

* Support Renovations Task Force
* Liaison with contractor and the congregation/ session/ pastor.
* Oversee fundraising and fund disbursement.

**Experience:** Proven record of project management.

**Abilities:** Self-starter with excellent time management skills. Excellent verbal and writing communication skills. Manager mind set. Strong interpersonal skills able to work with a wide variety of persons. Ability to deal with conflict with maturity. Ability to work with spread sheets and financial statements.

**Faith:** Mature Christian faith with healthy personal boundaries. In agreement with our faith statement on our website, CHPSeattle.org.

**Accountability**: As a non-ordained person, this employee will be accountable to head of staff, the pastor. With a 90 day review, followed by annual reviews.

**Hours**: 20 hours/week to start, with hours increased as needed in light of our future renovation and fund raising campaign.