**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.