



Position Description – Business Manager

HumeRidge Church of Christ is a large church community situated in Toowoomba, Queensland, committed to seeing lives transformed to Jesus by experiencing and reflecting God's love together. We have a desire to make a difference for Jesus in our neighbourhood, in our city, and in our world.

We are currently inviting applications from suitably qualified and experienced individuals for the position of **Business Manager** – HumeRidge Church of Christ.

This is a full time, 5 year contract position on the HumeRidge ministry staff team. The appointee will be responsible for the provision of executive leadership in the areas of Business/Finance and Operations within the church.

The **Business Manager** will support the Senior Pastor in setting goals for the staff to accomplish the church's vision and mission.

The successful applicant will demonstrate:

- A strong commitment to the ethos, vision and culture of HumeRidge Church
- Able to lead in a large church environment and significant building complex
- Suitable qualifications and experience for a senior leadership position
- Effective communication and organizational skills
- The energy and flexibility for such a role
- A commitment to working within a team environment
- Excellent leadership and team building skills

Duties and responsibilities will include the planning, coordinating, control and supervision of the following:

- Be a part of the Executive Leadership Team
- Oversee Church Operations
- Bring oversight and leadership to Financial Management of church
- Preparation and management of annual budget program and financial reporting methods
- Manage Administration and Facility staff – permanent, casual & volunteer
- Oversee Human Resource Operations & collaborate with Senior Pastor to hire, reposition transition and dismiss staff
- Ensure Policies and Procedures are appropriate, updated & accessible
- Provide staff training and development needs
- Ensure all Risk Management & Workplace Health & Safety requirements are met
- Provide leadership and create leadership development for Operations staff & volunteers
- Coordinate and oversee the use of venue, facilities and equipment
- Work with representatives of various entities to co-ordinate activities
- Champion the development of infrastructure by all ministry and support areas that encourages healthy, long-term growth of the church
- Coordinate Project Management of new projects and initiatives
- Ensure the regulatory and legal framework, as it applies to churches and not for profit organisations, is understood and met

Responsible to:

This position is accountable directly to the Senior Pastor.

Education and Experience:

This position requires significant experience as a senior leader in a large church or corporate business environment. The successful individual must be able to demonstrate highly developed financial skills and have a proven track record of effective leadership, judgement and above reproach character. Possession of a Degree in Business, Theology or other related field is expected.

Remuneration:

Total Salary Package will reflect the classification recommended by Churches of Christ, Queensland.

Selection Criteria:

Please refer to the Application Pack which provides full details of this position and requirements for the application and may be obtained from the church office, 461 Hume Street or by emailing Pastor Murray Holmes at murrayholmes@humeridgechurch.org

Closing Date:

Applications addressing the position criteria and including the names of two referees will be accepted until COB 15.03.2019. Please forward applications to the attention of Senior Pastor, Murray Holmes.

Term of Engagement

Initial Contract Term: (5 Years)

Basis of Employment: Full-Time

Subsequent term(s): Subject to extension by mutual agreement.