



**St. John's York Mills Anglican Church  
Job Position Posting  
January 2023**

**Operations Manager**

**Overview of Position**

The responsibilities are multi-faceted with accountabilities across the scope office administration and operations in a rapidly changing work environment. The incumbent will work closely with the Rector, Administrative Assistant, Bookkeeper, Verger, and Wardens to ensure cohesive and efficient operations.

It should be noted that this is an evolving position which will develop in alignment with parish needs and staff competencies. To begin, there will be a greater focus on financial management, reporting, and human resources.

**Purpose**

The purpose of this position is to support the administrative work of the Rector and Wardens, allowing them to meet the spiritual needs of the parish and to oversee church business matters. The focus of this position is to facilitate and manage the day-to-day operations of the church office by performing a central coordination and oversight role for parish administrative functions.

**Key Accountability**

This position will be accountable for organizing, facilitating and monitoring the work of a number of other staff and volunteers including Administrative Assistant, Verger and Sextant, Bookkeeper, IT specialist. The Operations Manager also coordinates the functions of the children's ministry facilitator and music director.

**Reporting**

Priest-in-charge and Senior Church Wardens

**Remuneration**

- Annual Salary: Range between \$65,000 and \$74,000 commensurate with experience.
- Flexible working hours (with appropriate approval).
- Pension Plan: You will be eligible to participate in the Lay Retirement Plan as a condition of your employment
- Employee Benefits includes medical, dental health, life insurance and long-term disability (a mandatory benefit)

**Duties and Responsibilities**

**A. FINANCE**

- Ensure timely completion of monthly updates and reporting on operation, capital and other SJYM funds
- Approve all expenditures within protocols established by the parish and the

## Diocese

- Prepare financial summary reports for the wardens, finance committee and other groups as required
- Prepare and monitor annual operating and capital budgets
- Coordinate and manage year-end audit, ensuring readily accessible information in place to support the audit plan and completion of the audit
- Attend finance committee, vestry and other meetings as required

## B. OFFICE ADMINISTRATION

- Acts as a central point of information and referral for staff, parishioners, tenants, and external contacts for items such as: leasing issues, church programs and services, weddings, funerals, and special events.
- Prepares and maintains a rolling 3-month master schedule of church activities and associated requirements.
- Assists with the coordination of major parish events. This includes room allocations/rentals, required documentation, equipment/furniture needs, and required staff support for set-up and takedown.
- Maintains the membership database.
- Attends Parish Council and is responsible for the coordination/production and distribution of meeting minutes.
- Coordinates and tracks the staffing files ensuring job descriptions, contracts and remuneration packages are kept current.
- Manages plan for screening of high and medium risk positions. Maintaining master file for meeting screening requirements.
- Organizes and prepares for annual vestry and special vestry meetings, including the coordination and preparation of the vestry report, presentation, and minutes.
- Ensures that parochial returns to the diocese are prepared and submitted on time.
- Overall responsibility for the office administration and facility use, including a healthy, safe, and secure environment
- Act as liaison on behalf of SJYM with the Diocese on administration matters and compliance with the church canons and related policies.
- Ensure all contractual arrangements are documented and digitally stored for ready access as needed.

## C. RISK MANAGEMENT

- Ongoing assessment of parish risk exposure, involving identification of key risks, evaluation, and mitigation.
- Ensure internal controls in place to address identified risk, including periodic audit to validate procedures and practices.

## D. PROPERTY MANAGEMENT

- Negotiates license agreements for space rental including parking for approval by Corporation and diocesan council (if necessary). Maintains related documentation as required by diocesan policies.
- Assists the Wardens and the Property Committee with the development of the capital budget.
- Coordinates parish liability and property insurance, and workers' compensation with the diocesan general insurance program.

## E. HUMAN RESOURCES

- Recruit, and supervise the administrative staff, including training on the job responsibilities (technology, policies and procedures); ensuring performance and completion of their assigned duties, projects and tasks.
- Spearhead the development of the HR Policy Handbook

### **Personal Skill**

- Strong communications and interpersonal skills.
- Able to effectively adapt to shifting priorities.
- Strong organizational and management skills.
- Capacity to work independently, with limited direction/supervision.
- Empathy, compassion and listening skills.
- Confidentiality and discretion.

### **Skills and Experience**

- Motivated to learn, develop, and make a positive contribution to a faith-based organization.
- Governance and operational management experience.
- Financial background and experience with budgets, reporting and audits is an asset.
- Commitment to a team approach workplace environment and proven track record in getting work done through other people.
- Previous experience working with volunteer directed and supported organizations is strong asset.
- Strong interpersonal and communications skills.