



First Baptist Church

A Place to Belong

Manager of Operations

Role Summary

Serve as a faithful steward of our church properties, ensuring they are well-maintained, safe, and welcoming for the ministry of our congregation, for visitors and community partners, and for generations to come. This role also supports internal and external church communications to help share the life and work of our church family.

As a part of the church staff team, the Manager of Operations is encouraged to participate in the spiritual life of the church, including a willingness to lead prayer in meetings or gatherings as appropriate.

This is a **half-time position** on a one-year renewable contract.

Reports to: Lead Pastor

Areas of Accountability

Facility Scheduling & Usage

- Oversee scheduling of all building use, ensuring alignment with ministry goals and hospitality to outside groups
- Maintain regular communication with all facility users
- Coordinate opening and closing of the building for events, ensuring the church is prepared and secure
- Support event setup when needed
- Manage annual user contracts for both buildings in consultation with church board and staff
- Ensure facility and parking honorariums reflect fair-market value while honouring our ministry values

Facility Maintenance & Projects

- Coordinate repair and maintenance projects within personal ability or in collaboration with volunteers
- Recruit and coordinate volunteers for ongoing maintenance tasks
- Contact and meet with contractors as needed
- Prepare proposals for building projects and present them to the church board
- Oversee the completion of approved projects

Cleaning & Grounds

- Coordinate contracted services for cleaning and snow removal
- Monitor service quality and provide support as needed

Communications

- Maintain and update the church marquee seasonally to reflect current ministry focus or events
- Manage church communications including the website, monthly newsletter, and occasional mail-outs

Administrative Support

- Assist in preparing the annual property budget
- Oversee bill payments related to facilities and maintenance
- Lead the annual renewal of insurance contracts
- Handle financial documentation deliveries and filings
- Order and purchase necessary supplies for facilities and office
- Provide reception coverage (answering phones/door) when other staff are absent

Meetings & Additional Involvement

- Attend staff and committee meetings as required
- Willingness to offer or lead prayer in meetings or small gatherings when appropriate
- Participate in additional committees based on time, interest, and gifting