



## Business Manager – Job Description

[Church of the Saviour](#) is a non-denominational Christ-centered church of approximately 1,000 people in the Philadelphia suburb of Wayne, Pennsylvania. We are called by Jesus Christ to engage our community (and beyond) to the glory of God. We take the Great Commission seriously and actively support local outreach and global missions. We have personally experienced the Good News of Jesus Christ and now count it both an extreme privilege and responsibility to be ministers of reconciliation to a lost and hurting world. We depend on the Holy Spirit to enable and empower us to fulfill God's plan for our lives and our church. We are certain that Christ is supreme in all things, and we know we are most fully alive and fulfilled when we are glorifying Him most fully.

The Business Manager will support the church operations team to accomplish the church's mission. This includes some Human Resources functions, insurance, legal, facilities, communications, and other operations.

The Business Manager will report directly to the Executive Director of Operations/Finance. This position is full time, exempt, requires 45 to 55 hours per week, and will include but is not limited to the following essential job functions:

### Primary Responsibilities

- **Personnel Administration**

- Liaison to our payroll and HR company (Engage)
- Perform some HR functions...
  - Administer new employee onboarding function.
  - Point person for the staff regarding employee benefits.
  - Manage benefits open enrollment each year.
  - Process and reviews Workers Compensation, FMLA, and Injury/Incident Report claims.
  - Field employment verifications from mortgage companies and other employers.
  - Track child safety clearances and training for staff and volunteers.
  - Track Employee clearances.
  - Work with supervisors to implement 90-day reviews and, track goal setting documents and annual reviews for staff.
  - Provide support to the Executive Director in matters of human resources.
  - Serve as backup emergency administrator for Global Outreach short-term missions trips.

- **Financial Management**

- Process employee payroll for church and Heritage School.
- Along with the Executive Director, serves as an approved signer for checking accounts.

- **Project Coordination / Communications**

- Coordinate/Project Manage Annual Events such as
  - Annual Picnic, Business Meeting, Annual Report
  - Volunteer Training and Celebration
  - Bi-Annual Volunteer Fair

- Yearly Membership Audit process
  - Supervise weekly processes for communication
    - Weekly News Email
    - Bulletin
- **Insurance and Legal**
  - Handle all insurance matters such as liability, property, disability, life, and health.
  - Provide for adequate insurance coverage for all insurable aspects of the church.
  - Serves as Risk Manager continuously monitoring matters of risk and liability for the church.
  - Recommend and implement procedures to minimize risk and liability as appropriate.
  - Review and negotiate contracts and agreements prior to execution.
  - Prepares and coordinates the church's response to liability and legal concerns.
  - Obtain counsel for church legal questions and community concerns, developing legal positions as needed.
  - Along with the Executive Director, serves as an approved signer for contracts and agreements.
- **Facilities Management**
  - Establish policies and procedures concerning the use of church property and facilities.
  - Negotiate and manage contracts for major campus utilities such as electricity, natural gas, trash removal, copier machines, etc.
  - Serve as liaison to outside organizations and draws up long-term and short-term campus use agreements as necessary.
  - Serve as Landlord for Parsonage and draws up occupant leases as necessary.
  - Operate the Church of the Saviour Text Messaging system specifically for campus delays and closures due to inclement weather.
  - Serve as a backup administrator of fire drills and intruder/active shooter drills to the Maintenance Manager.
  - Disseminate keys in coordination with the Campus Manager.

### **Core Competencies and Values**

- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that "apart from Christ we can do nothing".
- A person of integrity, authenticity, transparency marked by humility, and a servant's heart.
- A Spirit-led believer, growing in personal sanctification, and motivated to increase in fruitfulness.
- A positive attitude and professional demeanor.
- Well-developed interpersonal skills and emotional intelligence.
- Strong communication and written skills.
- A compassionate person who seeks to empathize and understand the hearts of others.
- A servant whose love for the gospel and heart for the lost is evident to others.
- Able to model, motivate, lead, and train others in Christian maturity.
- Collaborates well in groups by valuing people, affirming diverse gifts, and compromising appropriately.
- Works well with individuals by giving and receiving feedback constructively and resolves conflict effectively.
- Demonstrates commitment to the Church of the Saviour mission, discipleship process, values, and team culture.
- Demonstrates humility in words and actions.
- Detail-oriented with strong organizational skills.
- Ability to multitask on several projects.
- Ability to maintain a high degree of confidentiality.

- Ability to perceive and prioritize ministry needs and provide prompt service.
- A self-starter seeking ways for continuous improvement.
- Demonstrates passion for going above and beyond expectations.
- Displays flexibility and adaptability; able to pivot quickly and flourish in an ever-changing environment.

### **Qualifications**

- A clear profession of faith in Christ coupled with a consistent close walk with Christ and evidence of spiritual maturity.
- A heart for transformational life-on-life ministry that sees this position as a calling and not merely a job.
- Demonstrates servant leadership to develop and motivate quality work performance.
- Able to raise up volunteers and develop teams.
- Ability to communicate praise and use corrective discipline when appropriate.
- Bachelor's in business or related field; MBA ideal.
- Five years of non-profit/church business, management, or operations experience preferred.
- Working knowledge of accounting principles and practices.
- Very strong computer proficiency, specifically in Microsoft Office 365, Outlook, Word, Excel, and PowerPoint.
- Willingness to work a flexible schedule to support the needs of ministry events.
- Ability to be called upon when needs arise.
- Agreement with all aspects of [Church of the Saviour's Statement of Faith](#).
- An ability and readiness to be an active member of Church of the Saviour through things like community group participation and tithing.

**Schedule:** Monday to Friday

**Average Hours/Week:** 45 to 55

**Status:** Full Time, Exempt

**Location:** Church of the Saviour – Wayne, PA

**Reports To:** Executive Director Operations and Finance

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. Church of the Saviour Leadership reserves the right to revise the position, its job functions, minimum qualifications, and other aspects of the position in any way at any time.

If you are interested please send a resume and cover letter to [cindyc@coswayne.org](mailto:cindyc@coswayne.org)