

PROSPECTOR

EXECUTIVE SEARCH & CONSULTING



CHURCH MANAGEMENT DIRECTOR KNOX UNITED CHURCH, CALGARY

KNOX UNITED CHURCH – BACKGROUND

Located at the epicentre of Calgary’s downtown core, Knox United Church (Knox) was built in 1912 and is considered one of the most important historic buildings in the city. Knox is an open, inclusive, transformative community of faith, and is a member of the Affirming Ministries Program, a network of United Church congregations and ministries that declare themselves to be fully inclusive of people of all sexual orientations and gender identities.

Knox features one of Canada’s largest pipe organs and a choir, and prides itself as a venue for the arts, hosting a number of musical programs and special events annually. The Sanctuary, Labyrinth Room, Lower Theatre and Parlour are venues for concerts, theatre performances, small recitals, rehearsals, weddings, funerals, receptions and gatherings. The Gymnasium, Library, Board Room and Choir Room are also utilized for community meetings, education classes, childcare, noon-time sports, yoga, and other activities.

Knox is also home to Sanctuary Coffee, its social enterprise committed to delicious coffee and social good.

For more information on Knox, visit: www.kxcalgary.com.

MISSION, VISION AND VALUES

Mission: Knox lives out God’s mission of connecting people to God, each other, their true selves and all creations.

Vision: To become a vibrant, community-focused, and sustainable community of faith.

Values: As a United Church congregation, Knox values inclusion, community engagement, and progressive theology.

P R O S P E C T O R

CHURCH MANAGEMENT DIRECTOR – POSITION SUMMARY

The Church Management Director will demonstrate a deep commitment to serving and living God’s mission through Knox’s vision. Knox’s vision is to become a vibrant, community-focused, and sustainable community of faith, and this person will help develop and articulate the strategic direction and processes for achieving this vision.

This person will have strong finance and project management skills, strategy and business planning, staff team building, community networking, grant writing, and not-for-profit administration.

The Church Management Director, under the direction and supervision of the Lead Minister, will primarily be responsible to oversee and coordinate day-to-day operations of the church. This position will identify the staffing requirements for the administration of the church as well as manage the hiring and supervision of administration staff. This role will evaluate policies and procedures, and provide recommendations for changes to improve efficiency. The Church Management Director must possess an ability to identify measures of performance and actions needed to improve or correct performance and ability to initiate, lead and model positive change.

KEY RESPONSIBILITIES

The Church Management Director is responsible for the following:

Financial Management

Develop and maintain internal controls, policies and procedures related to Knox finances:

- Coordinate annual budget process in collaboration with the treasurer and finance committee.
- Act as a key signing authority for all payables and banking.
- Apply for grants to support building, staffing, and program initiatives.
- Collaborate with a finance committee on preparation of monthly, quarterly, and annual reporting.
- Work with the staff team and outside consultants to develop and manage annual financial campaigns.
- Provides day-to-day financial oversight by directing, monitoring and reporting contributions to capital campaigns, general income and expenses and income and expenses related to social enterprises and special projects.

Project Management

- Produce costing estimates, feasibility studies, and business plans for projects.
- Oversee project implementation and provides regular progress reports to the leadership team and the board of directors as appropriate.



P R O S P E C T O R

Personnel

Maintain personnel records; implement staff related policies, coordinate annual performance reviews; assure church compliance with provincial and federal labor laws:

- Determine staffing requirements for all reporting staff and manage the hiring of staff in collaboration with Lead Minister.
- Oversee and supervise the day-to-day work of reporting staff, which may include Office and Facilities Manager, Annual Giving and Capital Campaigns Manager, Caretaker(s); also reporting contractors, which may include bookkeeper, IT support, and trades.
- Ensure that all employees have clear goals and are aware of expectations and that they are complying with Knox policies, procedures, and ethical standards.
- Engage with staff on scheduling of work assignments, setting priorities, and delegating work.
- Evaluate employee performance and provide feedback, coaching, and formal evaluations.
- Approve overtime hours as required.
- Address employee complaints and incidents, including conflict resolution, accidents, health and safety concerns, work refusals, and investigations and, as needed, consult with the Lead Minister and Ministry & Personnel Committee.
- Maintain schedules and vacation time to ensure sufficient employee coverage.
- Administer disciplinary action in accordance with established procedures in collaboration with Ministry & Personnel Committee.
- Prepare and present proposals relating to staffing budgets, resource allocation, and work processes in collaboration with the Lead Minister.
- Ensure that employees adhere to all health and safety regulations.

Daily Operations

Serve in a supervisory role for the operational needs of the church, working in partnership with the Office and Facilities Manager on the following:

- **Facilities:** church physical asset records; policies and procedures; facilities staff; review building rentals and contracts; building maintenance and security, alarm, and snow removal contracts.
- **Risk Management:** building and grounds security; security protocols; insurance-related matters; current police records check is kept on file for all positions as required by the United Church of Canada manual.
- **Information Systems Technology:** IT volunteers and contractors; IT end-user experience; budget for planned IT replacement program; church management software.

Social Enterprise and Strategic Development

- Provide oversight of community partnerships.
- Provide oversight of social enterprise projects and activities.



P R O S P E C T O R

REQUIRED EXPERIENCE, SKILLS AND ATTRIBUTES

Highly developed relationship management skills; business and financial management expertise; strong human resource and communication skills; technically proficient and able to support staff and volunteers to use multiple information technology platforms and software; a university degree in business administration or a related field, or equivalent academic background preferred but not required.

Previous operational and administrative experience in the not-for-profit/voluntary sectors and/or the community of faith is essential. Understanding and appreciation for the uniqueness of church culture and ethos will be important for the successful candidate.

TO APPLY

Candidates meeting the above criteria who wish to apply for this opportunity should email their cover letter and résumé, in confidence, to:

Julianne McKinnon

Prospector Executive Search & Consulting

julianne@prospectorsearch.com

Direct: 587.316.6301

