

**Beach United Church**  
**Supplementary Information for**  
**Applicants to Operations Manager position**  
July 2025

Please note:

1. This list of specific tasks within the Operations Team of Beach United Church (BUC) is not meant to be a complete listing, but rather a more detailed sampling than could be included in the Job Opportunity posting.
2. A more specific Job Description will be provided to the successful candidate as part of a job offer.

**Functions and Tasks of the Operations Team, by Category:**

**Leadership:**

- Provide direction and coordination to the Operations Team
- Chair regular meetings of Operations Team, and include other BUC staff when appropriate
- Motivate and inspire others
- Help create an environment conducive to success by promoting communication and collaboration among team members
- Set goals for team members to encourage them to work confidently and take initiative
- Provide liaison between Operations Team and the Board and other volunteer leaders
- Monitor and respond to issues and concerns within the church organization
- Conduct ongoing and annual reviews of team and individual staff achievements, upgrades required, growth opportunities available

**Marketing and Communications:**

- develop and publish marketing content
- develop an editorial calendar that ensures regular and timely posting distribution
- Publish thought-provoking editorial content to encourage 2-way social media engagement.
- Monitor and report on the effectiveness of our digital marketing efforts
- Manage and analyze database of contacts to identify new marketing opportunities.
- Provide internal communication mechanism around current events and issues, related to BUC Goals, from the larger society/world.

**Property Care and Maintenance:**

- Working with the Property Care staff, maintain the building and outside property at a high standard
- Schedule shifts and assign duties to Property Care staff related to cleaning and maintenance, security of building, room set up and take down, in addition to duties related to supporting the rental or church event during the shift
- Manage or directly complete projects identified for repairs, replacements or upgrades for the overall property
- Manage the scheduling and oversight of all service contractors (e.g., elevator, HVAC, fire alarm testing) and authorize payment of invoices once work is completed satisfactorily
- Develop and manage a process for control of inventory of supplies and equipment for office use and for cleaning and maintenance. (e.g., supply of light bulbs, cleaning equipment and materials, snow removal equipment, office equipment, etc).
- Conduct ongoing and annual reviews of achievements, upgrading needed, training opportunities for the Property Care team and individual PC staff.

**Administration:**

- Coordinate phone, email and mail communications
- Administer VOIP telephone system and auto-attendant messaging
- Provide general administrative support to other staff, Board and volunteer leaders the church
- Maintain records (Congregational Roll, BUC Database, Pastoral Care List, Baptisms, Weddings, funerals, etc) and produce reports when required
- Provide support to the ministerial staff in planning and executing regular Sunday worship and special services in person and online
- Develop PowerPoint deck and upload on a USB Key for worship support team

**Financial Management:**

- Manage all receivables transactions and records, including for example, e-transfers, direct deposits, cheques, cash deposits, donations via PAR or envelopes.
- Maintain record of donations and donors for letters of appreciation and tax receipts
- Manage all payables transactions and records, including for example, to outside contractors, BUC regular suppliers, BUC purchases, VISA monthly statement
- Provide regular finances updates to Treasurer
- Coordinate CRA filings
- Coordinate banking arrangements and signing authorities