

Job Description

Indian Run United Methodist Church, 6305 Brand Road, Dublin, OH 43016

POSITION TITLE: Business Manager

The Business Manager oversees the day-to-day administrative and operational systems that support the effective ministry of Indian Run UMC by ensuring that the facilities, finances, and resources of the church are managed responsibly. This salaried, non-exempt position reports to the Lead Pastor and averages 40 hours per week. The position generally includes regular weekday (Monday-Friday) office hours, with occasional evening or weekend responsibilities for church events or meetings. The Business Manager must be available 24/7 to respond to facilities emergencies.

RESPONSIBILITIES

1. Oversee the church's facilities and property operations.

- a. Monitor the condition of church facilities and identify needs for maintenance, repair, improvement, or replacement, bringing significant needs and recommendations to the Facilities Team as appropriate, and incorporating anticipated facilities needs into the annual facilities budget.
- b. Evaluate maintenance requests and determine the appropriate response, including whether work should be completed by a contractor, staff member, or church volunteer.
- c. Initiate and oversee routine repairs and maintenance within established budgets and approval limits.
- d. Coordinate and oversee contractors and service providers performing maintenance or repairs.
- e. Manage approved facilities and property projects, including coordinating contractors, schedules, budgets, and communication with appropriate church leaders.
- f. Monitor the condition and expected useful life of major building systems, equipment, and other assets, and develop and maintain a long-term asset replacement schedule to help the church anticipate future capital needs and expenditures.
- g. Develop the annual facilities budget in consultation with the Lead Pastor, Finance Team, Facilities Team, and other appropriate church leaders, and monitor facilities expenses throughout the year to ensure they remain within the approved budget.
- h. Order janitorial supplies and maintain appropriate inventory levels.

2. Manage contracts and vendor relationships.

- a. Manage relationships with vendors and service providers, including cleaning, fire/security, HVAC, plumbing, landscaping, snow removal, insurance, telephone, IT support, and other contracted services.
- b. Take the lead in obtaining quotes and evaluating options for new services, contracts, and significant purchases.
- c. Ensure that appropriate approvals are obtained before entering into contracts or committing church funds, including Facilities Team approval for expenditures exceeding \$1,000.
- d. Monitor vendor performance, service agreements, pricing, and contract terms to ensure that the church receives appropriate value and services.
- e. Manage the church's insurance relationships, including policy renewals, documentation, communication with insurance representatives, and coordination of claims and other insurance matters, with support and approval from the Facilities Team as appropriate.
- f. Review contracts and vendor relationships regularly, including renewal dates and opportunities to renegotiate, modify, or discontinue services as appropriate.

3. Manage the scheduling and use of church facilities.

- a. Maintain an accurate church calendar reflecting scheduled activities, room assignments, and building use.
- b. Manage requests for use of church facilities by church ministries, staff, and outside groups, exercising appropriate judgment about when to approve requests independently and when to consult staff or the Facilities Team.
- c. Develop and maintain positive working relationships with outside organizations and groups that use church facilities.

- d. Coordinate building-use arrangements, including communicating policies, expectations, access information, and other necessary details to outside groups.
- e. Ensure that outside groups are appropriately invoiced and that required facility-use fees are collected.
- 4. Oversee church safety and security systems.**
 - a. Manage the church's security systems, including access control and video/security systems.
 - b. Manage the distribution of church keys, access codes, and other means of building access, and maintain accurate records of those with access.
 - c. Coordinate regular inspections, testing, and maintenance of fire and other safety systems.
 - d. Identify and communicate facility safety and security concerns to appropriate church leaders.
- 5. Manage the day-to-day financial administration of the church.**
 - a. Manage accounts payable, payroll, income and pledge tracking, financial accounts, and related financial records, including reconciling financial accounts and processing electronic deposits of offering checks.
 - b. Process investment and endowment transactions authorized by the Finance or Endowment Teams and prepare checks and other payments in accordance with established financial policies and controls.
 - c. Review expense requests and supporting documentation to ensure that required approvals, receipts, and appropriate budget-line assignments are provided before payments are processed.
 - d. Administer the church's credit card expense process, including distributing monthly statements to cardholders and ensuring that required documentation and budget-line assignments are provided.
 - e. Monitor financial activity and overall church budget performance and prepare monthly financial reports, communicating significant issues or variances to the Lead Pastor and appropriate church leaders.
 - f. Prepare and distribute quarterly giving statements.
 - g. Develop the annual operating budget for the church's financial administration in consultation with the Lead Pastor, Finance Team, Facilities Team, and other appropriate church leaders and monitor financial administration expenses throughout the year to ensure they remain within the approved budget.
 - h. Support the annual audit and provide requested financial records and documentation.
- 6. Manage church records and record retention.**
 - a. Ensure that church records are retained, stored, and disposed of in accordance with the church's records retention policy.
 - b. Maintain organized and accessible records, including meeting minutes, annual reports, contracts, financial records, corporate and legal records, and other records designated for retention.
- 7. Serve as a staff resource to church leadership and committees.**
 - a. Participate in the work of the Facilities, Finance, and Endowment Teams, providing information, administrative support, and follow-through as appropriate.
 - b. Communicate operational and financial information to church leaders and committees to support effective decision-making.
 - c. Attend staff meetings and other meetings as needed.
- 8. Perform other duties and responsibilities as reasonably assigned in support of the mission and ministry of Indian Run United Methodist Church.**

CORE COMPETENCIES

In order to be successful in this role, the Business Manager must demonstrate the following knowledge, skills, abilities, and personal characteristics that support effective ministry and organizational leadership.

- **Attention to Detail** - Consistently attends to the many details involved in managing church facilities, finances, contracts, schedules, and records; follows up promptly on missing, incomplete, or inconsistent information; resolves unanswered questions needed to move work forward; maintains accurate and accessible records; and keeps the larger operational and financial picture in mind while tending to individual details.
- **Initiative** - Is action-oriented and takes ownership of responsibilities without waiting to be directed; identifies needs and opportunities for improvement; takes timely action to address routine problems and operational needs; follows through on commitments; and appropriately seeks input or approval when circumstances require it.
- **Decision Making and Problem Solving** - Uses sound judgment to assess situations, identify underlying issues, and develop practical solutions; considers cost, risk, policy, timing, and ministry impact when making decisions; distinguishes between matters that can be handled independently and those requiring consultation or approval; and

makes timely decisions while gathering appropriate information.

- **Priority Setting** - Focuses time and attention on the work that most contributes to the effective operation of the church; distinguishes urgent needs from longer-term priorities; manages competing demands effectively; anticipates deadlines and operational requirements; and adjusts priorities appropriately as circumstances change.
- **Integrity and Trust** - Acts with honesty, transparency, consistency, and discretion in all aspects of the work; follows established financial policies and internal controls; protects confidential information and church resources; communicates concerns and mistakes openly and appropriately; and builds trust through reliability, accountability, and consistent follow-through.
- **Interpersonal Skills** - Establishes and maintains effective working relationships with staff, volunteers, church leaders, contractors, vendors, and outside organizations; communicates with diplomacy, tact, and respect; is approachable and responsive; considers the impact of decisions and actions on others; and works collaboratively to accomplish the needs of the church.

QUALIFICATIONS

- Demonstrated experience with financial and accounting processes, including accounts payable, financial recordkeeping, account reconciliation, or similar responsibilities.
- Demonstrated ability to learn and effectively use accounting, financial management, and other technology systems.
- Ability to work independently, exercise sound judgment, manage multiple priorities, and follow responsibilities through to completion.
- Ability to maintain confidentiality and handle sensitive financial, personnel, and organizational information with discretion and integrity.
- Bachelor's degree or equivalent combination of education and relevant experience preferred.
- Experience in church, nonprofit, business, facilities, or administrative operations preferred.
- Experience with accounting software and financial management systems strongly preferred.
- Experience managing vendors, contractors, facilities, or building operations preferred.
- Commitment to the mission, vision, and core values of Indian Run United Methodist Church.

PHYSICAL REQUIREMENTS

Regularly required to walk throughout church facilities and grounds, including stairs, and occasionally lift, carry, or move items weighing up to 40 pounds. The position may require standing, walking, bending, reaching, and accessing various areas of the church in the course of inspecting facilities and carrying out responsibilities. Reasonable accommodations will be made for individuals with disabilities.

MINISTRY STYLE

Employees are expected to actively support and model the mission, vision, and core values of Indian Run United Methodist Church and conduct themselves in a manner consistent with the ministry of the church. A team-oriented approach is important to the success of the ministry at Indian Run UMC. Staff members are expected to communicate openly, collaborate effectively, and contribute to the work of the church beyond their individual areas of responsibility.