RESONATE CHURCH

Site Manager

Vision
The Site Manager will elevate a site's overall impact by streamlining communication from the Collegiate Leadership Team to the site and from the site staff to the church body. They will work closely with the Site Pastor to manage administrative details, encourage foresight, and collect data.

Responsibilities:
- Support the site by keeping track of what is really happening.
  - Oversee data reporting (ie. DTLs, Village attendance, etc.)
  - Report Sunday gathering attendance
  - Report baptisms
  - Maintain and monitor site budget
  - Send monthly email to Owners
- Collect resources and training from the network
  - Develop expertise in Network resources and educate the Site Pastor on any changes or updates to current resources and any implementation plan for new resources.
  - Implement training delivered from the network to increase the competency of your site.
  - Clearly identify gaps in resourcing
- Own Site Calendar
  - Keep the site pastor and site team informed of what is coming up so nothing comes as a surprise.
- Collect all core metrics and report to the Collegiate leadership team via the Church Success Manager (Emily Ostby)
  - Prepares for and attends Church Success Coaching meetings with Site Pastor.
- Oversee Planning Center People workflows and profile updates
  - Manage site ownership workflow
  - Manage site baptism workflow
  - Update owner profiles
  - Facilitate annual owner renewal
- Track Finances and Monitor Site Budget
  - Manage Divvy (follow up missing transactions, approve purchases)
  - Collect, record, and deposit site money
  - Knowledge of the Finance Form and its uses

- ○ Misc
  - ■ Manage site web page
  - ■ Check connect form entrees
  - ■ Bring updates to weekly site meetings (owner and baptism process next steps, new connect form entrees, missing transactions, etc)
  - ■ Manage Owner email templates and outline

*This role will have a 6-month *onboarding period (facilitated by the Church Success Manager and L&D Manager)* to learn how to accomplish each of these responsibilities.