



First Baptist Church

A Place to Belong

Manager of Operations

Role Summary

Serve as a faithful steward of our church properties, ensuring they are well-maintained, safe, and welcoming for the ministry of our congregation, for visitors and community partners, and for generations to come. This role also supports internal and external church communications to help share the life and work of our church family.

As a part of the church staff team, the Manager of Operations is encouraged to participate in the spiritual life of the church, including a willingness to lead prayer in meetings or gatherings as appropriate.

This is a **half-time position** on a one-year renewable contract.

Reports to: Lead Pastor

Areas of Accountability

Facility Scheduling & Usage

- Oversee scheduling of all building use, ensuring alignment with ministry goals and hospitality to outside groups
- Maintain regular communication with all facility users
- Coordinate opening and closing of the building for events, ensuring the church is prepared and secure
- Support event setup when needed
- Manage annual user contracts for both buildings in consultation with church board and staff
- Ensure facility and parking honorariums reflect fair-market value while honouring our ministry values

Facility Maintenance & Projects

- Coordinate repair and maintenance projects within personal ability or in collaboration with volunteers
- Recruit and coordinate volunteers for ongoing maintenance tasks
- Contact and meet with contractors as needed
- Prepare proposals for building projects and present them to the church board
- Oversee the completion of approved projects

Cleaning & Grounds

- Coordinate contracted services for cleaning and snow removal
- Monitor service quality and provide support as needed

Communications

- Maintain and update the church marquee seasonally to reflect current ministry focus or events
- Manage church communications including the website, monthly newsletter, and occasional mail-outs

Administrative Support

- Assist in preparing the annual property budget
- Oversee bill payments related to facilities and maintenance
- Lead the annual renewal of insurance contracts
- Handle financial documentation deliveries and filings
- Order and purchase necessary supplies for facilities and office
- Provide reception coverage (answering phones/door) when other staff are absent

Meetings & Additional Involvement

- Attend staff and committee meetings as required
- Willingness to offer or lead prayer in meetings or small gatherings when appropriate
- Participate in additional committees based on time, interest, and gifting
- Preference will be given to the person willing to join the congregation

Must be a Canadian citizen or permanent resident.

If you're seeking a place to connect, grow, and serve, visit our website at firstbaptistregina.ca, write us at main@firstbaptistregina.ca, or call 306-359-1450.

First Baptist Church Regina – Overview

Located in the heart of downtown Regina, [First Baptist Church Regina](#) is easily accessible to parks, libraries, and public transit. Regina, the second-largest city in Saskatchewan, enjoys a rich history and heritage, with the distinction of being one of Canada's most livable cities. The area is known for its exceptional parks, recreational opportunities, and cultural centres.

The congregation of First Baptist Church Regina is working out a way of life centred on knowing and serving Jesus Christ—one that can be lived out today and passed on to future generations. It is an active and caring community, dedicated to both inward care and nurturing its community, as well as an outward focus on serving the people of Regina and globally in partnership with Canadian Baptist Ministries. Locally, members serve with the wider Christian community through programs including [Katepwa Lake Camp](#), [Saturday Lunch Program](#), and the [Living Skies Spiritual Care](#).

A commitment to multigenerational connection is at the core of the church's nature. Regular shared meals, including potlucks and patio parties, are central to church life. These events are about sharing faith, food, and friendship while encouraging children and adults to interact and build connections. Members gather for daily prayer, weekly adult education programs, Sunday School for children, and various book clubs. The church fosters a strong sense of connection, where people genuinely care for each other and ensure everyone is supported.

The worship service is a collaborative experience, with children and youth actively participating in the procession, readings, and music, making it truly inclusive. The church places a strong emphasis on continuing spiritual growth for everyone in the congregation and promoting ongoing learning for all ages.

Key programs include:

- **Sunday Worship:** A service based on a formal liturgy structure, which blends traditional and contemporary elements, with intergenerational participation.
- **Saturday Lunch:** An opportunity to connect with and serve the wider community, with 100-160 attending at no charge.
- **North of 60:** A group for retirees, offering a time to learn, grow, and connect.
- **Music program:** A choir of adults and youth who gather weekly and contribute to the Sunday worship service, with two special music events held each year.
- **Focus on children and teens:** A dedicated approach to engaging and nurturing the youngest members and youth of the congregation.

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