

University Baptist Church (UBC) Staff Position Description

This position description may not list all the duties of the position. University Baptist Church has the right to revise this job description at any time.

Position Title: Rental / Office Manager
FSLA Status: Exempt X FTE .5
Work location: church office, cannot be worked remotely
Reports to: Pastor
Scope of Supervision: none

Purpose of Position and Impact on UBC’s Mission:

The Rental / Office Manager is the core of the church operations and the primary contact responsible for actively marketing, promoting, and renting the church’s available spaces in alignment with the congregation’s goals. This includes advertising building availability, identifying and pursuing prospective renters, showing spaces and negotiating rentals, keeping the overall building calendars, knowing what spaces are available for meetings and rentals (short- and long-term), serving as liaison between renters and church, and processing payroll and accounts payable. This is a revenue-generating role rather than a purely administrative support position; the goal is to have the building rented enough to pay for all building expenses (approx. \$180K/year).

To perform this position successfully, an individual must be able to perform each Essential Function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Functions.

Essential Position Functions (Key Deliverables):

(clear, detailed, measurable – listed in descending order of importance)

The primary responsibilities of this position are the marketing, promotion, and rental of the church’s spaces to generate sufficient revenue to cover building expenses. The administrative, communication, and office-support duties listed below are secondary functions that support, and are subordinate to, this core revenue-generating mission.

Responsibility	Frequency / Time Commitment	Measurements
<ul style="list-style-type: none"> ● Actively market, promote, and sell the church’s rentable spaces (both long-term and short-term) to maximize building occupancy and rental revenue. Develop and place advertising in consultation with the Marketing / Communication Manager, proactively identify 	Weekly	Building occupancy rate; rental revenue against the \$180K/year building-expense goal; number of showings conducted and

<p>and pursue prospective renters, conduct in-person showings of available spaces throughout the building, and follow up with prospects to convert inquiries into signed rental agreements. Vet potential renters using the guidelines set by church leadership.</p>		<p>inquiries converted to signed agreements; timeliness and initiative</p>
<ul style="list-style-type: none"> • Manage the church calendar (both electronic and paper copies) to maximize rentable availability and prevent booking conflicts, ensuring staff and leadership have access to both. Accurately track building use (meeting schedules, church activities, renters' use) to identify and market open spaces for rental. 	<p>Weekly</p>	<p>Rentable availability maximized; booking conflicts avoided; accuracy and timeliness</p>
<ul style="list-style-type: none"> • Negotiate and prepare tenants' leases and rental agreements for all long-term and short-term rentals to secure and retain rental income. Determine and, where appropriate, increase rental rates in consultation with church leadership to optimize revenue. Send out and track annual lease renewals to protect ongoing income. 	<p>Weekly</p>	<p>Lease renewal/retention rate; rental rates secured against target; revenue retained; accuracy and timeliness</p>
<ul style="list-style-type: none"> • Track and reconcile all rental revenue. Put rentals, fees for parking, gym and other occasional rentals, and other income in the Financial Secretary's locked file, and monitor rental income against the building-expense goal. 	<p>Daily</p>	<p>Rental revenue collected against the \$180K/year building-expense goal; accuracy and timeliness of reconciliation</p>
<ul style="list-style-type: none"> • Serve as liaison between the renters and the church. Handle or refer all issues / concerns to the appropriate staff member. 	<p>Daily</p>	<p>Good written and oral communication, timeliness</p>
<ul style="list-style-type: none"> • Participate on the Rooted Good building team to ensure the 	<p>quarterly</p>	<p>Positive team player;</p>

rentals match the direction of the congregation.		professional communication
<ul style="list-style-type: none"> Maintain key organization system and keep a checkout list of keys. Distribute keys as necessary and collect keys when recipients no longer need the keys. Arrange for duplicate keys to be made as necessary. Advise Council of annual budget needed for keys. 	Weekly	Accuracy, timeliness
<ul style="list-style-type: none"> Communicate with Janitor, Building Maintenance Manager, and Custodian regarding rentals. Ensure spaces are cleaned and in good repair, and that keys are appropriately distributed and collected. 	Weekly	Good written and oral communication, timeliness
<ul style="list-style-type: none"> Submit a written report to the Council summarizing rental activity, occupancy, and rental revenue for the month, including performance against the building-expense goal. (Attendance at Council meetings is not expected.) 	Monthly	Occupancy and revenue performance against the building-expense goal; written communication; timeliness
<ul style="list-style-type: none"> Organize the flow of administrative details in the church office; including answering the phones 	Weekly	timeliness, accuracy, initiative
<ul style="list-style-type: none"> Greets office visitors and callers, handles issues in the absence of the pastor. Channels concerns of individual church members to appropriate church leaders, working in a proactive fashion to address problems and issues. Maintains and publishes regular office hours 	Daily	accessibility, responsiveness, timeliness (unless emergency, all emails responded within 24 hours), accuracy
<ul style="list-style-type: none"> Handles office communication via phone, text, email, or in person, with staff, congregation, visitors, and renters in a timely manner 	Weekly	accessibility, responsiveness, timeliness (unless emergency, all emails responded

		within 24 hours), accuracy
<ul style="list-style-type: none"> Under supervision of the Treasurer, gather timesheets, calculate payments, submit payroll to payroll vendor for employees, prepare payroll checks for individual contractors. and prepare accounts payable checks, and distribute them, making sure that all bills and payroll are paid promptly and assigned to the correct account, as approved by responsible volunteers or staff; and signed by the Treasurer. Ensure appropriate coverage during absences. 	Weekly	accuracy, timeliness
<ul style="list-style-type: none"> Use a church-assigned email address for all church business. Monitor the assigned email in-box and respond to email messages within a standard period designated by the Council, except during vacation periods. 	Daily	professional courtesy, timely, written communication
<ul style="list-style-type: none"> Design and maintain an appropriate office filing system (paper copies, historical records, online storage) 	Weekly	accuracy
<ul style="list-style-type: none"> Orders and stores office and facilities supplies in consultation with church staff with appropriate ministry team approval to maintain a reasonable inventory. 	Occasionally	timeliness, accuracy
<ul style="list-style-type: none"> Recruits volunteers, as needed, from the Time and Talent sheets 	Occasionally	initiative
<ul style="list-style-type: none"> Record weekly census of Sunday and special events; report to Church Clerk 	Weekly	timeliness, accuracy

Other Specific Responsibilities:

- Attend periodic staff meetings, as scheduled.
- Participate in annual performance reviews.

Physical Demands:

- The ability to access all floors and areas of the building, including by climbing multiple flights of stairs, is an essential function of this position. This requirement is integral to the marketing and rental responsibilities of the role, including conducting in-person showings of available rental spaces to prospective renters, distributing and collecting keys, and inspecting the condition of rentable spaces located throughout the building.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform this and other Essential Functions of the position.

This job description does not create any contractual rights or alter the at-will agreement between University Baptist Church and its employees. UBC and its employees may end the employment relationship at any time.

Revision / Creation Date: Created 6/25/2026

Approved by: **Personnel Committee**