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| **Job Title** | Church Coordinator, St. Mildred’s Church, Lee |
| **Employed by** | The Parochial Church Council of St Mildred’s Church |
| **Reports to** | Vicar |
| **Liaises with** | Individual ministry leaders; volunteers; Treasurer; Wardens; PCC secretary |
| **Job Vision**  | St Mildred’s vision statement is: "The call of God on our lives at St. Mildred's is to make and equip disciples of Jesus Christ locally and globally in the power of the Holy Spirit.”We aim to be a loving church with a deep commitment to the gospel, to prayer and to each other. We have a wide range of people volunteering and serving in a number of different ways.We want to continue to grow, in depth and in numbers. We need someone to set up, co-ordinate and make sustainable church systems so that leaders and volunteers alike are enabled to fulfil this vision through efficient and effective ministry.  |
| **Job description**  | This role is both relational and technical. The Church Coordinator be required to get to know the needs and potential of the church family. It is expected, therefore, that they will be, or become, a worshipping member of St. Mildred’s Church. They will be part of the church leadership team and expected to pray, communicate the Christian faith on occasions as a representative of the church and exercise good pastoral judgement. It is therefore an occupational requirement that the person appointed is a committed evangelical Christian in sympathy with St. Mildred’s ministry. Full DBS and Southwark Diocese Safeguarding training to Leadership, Administrators and Hall Bookers required (provided in post). The Church coordinator will also require strong IT, organisational and strategic abilities.In the following list of duties, the verb “to coordinate” means proactively ensuring that things run develop smoothly, and work together in an integrated and sustainable way. This is more a proactive, strategic and interpersonal administration role than a secretarial, responsive and task-orientated post.* To coordinate all areas of church activity, including Sunday rotas, midweek activities, children and young people’s ministries, church and hall bookings and occasional offices (baptisms/thanksgivings, weddings/blessings and funerals/thanksgiving services) in conjunction and agreement with individual ministry leaders. We use Planning Center for rotas and team organisation.
* The following is a list of current ministries (more details on the website): Welcome team; hospitality; sound and projection; sidespeople; Kool Kidz, Grid, Connect and Sunday morning registration; opening and closing on a Sunday morning; prayer ministry; youth groups, Xstream and Crossroads, Parent and Toddlers, Horizon, Open Church, worship, preaching and leading; communication – publicity social media, newsletter, posters.
* To coordinate our diocesan safeguarding requirements.
* To be in frequent touch with all leaders of church groups, ensuring that church activities are well-coordinated, directed and resourced.
* To coordinate all church communications in liaison with ministry leaders
* To oversee the church calendar, information and enquiries.
* To build routines and timescales relating to Church administration and keeping official records up to date: Church calendar; Health & Safety (including risk assessments, policies, accident report book etc.); Safeguarding; building administration (including PAT testing, electrical testing, fire extinguishers, boiler servicing, pest control, insurance renewals etc.), Gardener and cleaner; wedding, funeral, baptism, Thanksgiving, Banns Registers; Church Directory & GDPR; Ordering cleaning, office, kitchen and other materials.

Assisting the vicar with administration* Responding to church voicemail and emails
* Correspondence, as directed
* General office administration, as needed
* Setting up a pastoral coordination system; for example, keeping in touch with families and individuals for whom St. Mildred’s has provided Occasional Offices.
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| **Outcomes** | This is a new role, and people focused, so we recognise that the right person will take some time to become established. But with God’s help, within 12-18 months, we believe this role would have a marked impact: Planning Center system populated and organised to include all guests, leaders and regular attendees. Leaders and volunteers feeling better supported and resourced; past growth consolidated, more people getting involved, the church better equipped to grow the congregation and staff team further.  |
| **Essential experience and skills** | * A committed evangelical Christian with a sound understanding of the Bible, good pastoral judgement and a passion for growing God’s kingdom.
* The ability to create and maintain personal boundaries.
* Excellent interpersonal, skills among a wide cross-section of church and non-church people, including the ability to be approachable and maintain appropriate confidentiality.
* Good face to face, telephone and written communication.
* A vision for enhancing church life and growth through effective administration.
* Proven administrative skills (professional or not).
* Ability to use and trouble-shoot a range of IT applications and openness to learn more. E.g. Planning Center, Excel, Word, Mailchimp, Weebly, Proclaim, photocopiers.
* Excellent written English.
* Ability to work with volunteers.
* Ability to pioneer a new role, take initiative, solve problems effectively and sensitively.
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| **Location**  | To operate out of the church office when the church hall is completed. Until then, desk work would need to be done from home.  |
| **Hours** | 18-24 hours per week, including some time on Sunday mornings. Designated work hours preferable. Occasional evening meetings would be necessary.  |
| **Pay**  | Salary is £24,000 *pro rata* (£11,520-£15,360 depending on hours) and is paid monthly in arrears and reviewed annually. A pension of 5% of gross salary will be provided. Annual leave is 20 days a year plus bank holidays (pro rata).Appointment is subject to proof of eligibility to work in the UK and a full DBS check. Ideally the successful candidate would start as soon as possible, whilst respecting their existing commitments. |
| **Review** | 6-month probation period. Due to the changing nature of our administration needs this is an 18-month contract.  |