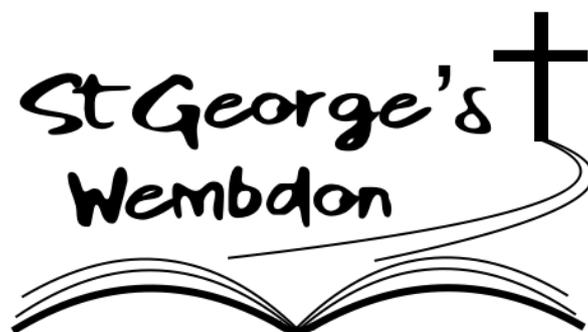


# ST GEORGE'S CHURCH WEMBDON

www.sgw.org.uk

Vicar: Ed Moll (ed@sgw.org.uk)



## Ministry Coordinator

Thank you for your interest in the post of Ministry Coordinator. Please find enclosed the Job Description which gives further details of the role. If you want any additional information please do get in touch with

Ed Moll (vicar) on [ed@sgw.org.uk](mailto:ed@sgw.org.uk) or 01278 423647 (except between 24 August and 10 September)

or

Paul Hodge (churchwarden) on [phodge190@gmail.com](mailto:phodge190@gmail.com) or 01278 662186 (except during 1-9 September)

We apologise that both Ed and Paul will be away during 1-9 September!

In order to apply for this post, please send by email to Paul Hodge at [applications@sgw.org.uk](mailto:applications@sgw.org.uk) including

- A full CV
- The names and contact information for two referees.
- A covering letter explaining why you are interested in this post and what you can offer. Please include in your letter evidence of experience relevant to the essential skills and abilities.

The closing date for applications is **Monday 30th September 2019**

Interviews will be held in Wembdon on **Thursday 17th October 2019 from 5.30pm onwards**. If you are invited for interview we will let you know by 4th October 2019

We look forward to hearing from you!

Ed Moll & Paul Hodge

Vicarage, 12 Greenacre, Wembdon, Bridgwater Somerset TA6 7RD 01278 423647

Church Office, Church Road, Wembdon, Bridgwater Somerset TA6 7RR 01278 423468

# **St George's Church Wembdon**

## **Ministry Coordinator Job Description**

### **Introduction**

St George's Wembdon is a small- to medium-sized evangelical church serving the parish of Wembdon and the town of Bridgwater. The church wants to promote a model of every member ministry in which every one is encouraged to serve the church's ministry according to the gifts they are given. For some that will mean serving in an administrative capacity, for others it will mean different areas of service which can be enhanced by good administrative and logistical support.

We want new members at St George's to be able quickly to find their place and ideally an area of service. We will serve our church better if we can have robust systems in place and good communication. The person appointed to this post will play a key role in enabling church members to join a team for service, whether it is more practical or more pastoral in orientation.

### **Main Responsibilities and Tasks**

The Ministry Coordinator uses their administrative and organisational skills to support the church's main ministry of making disciples. The main focus of this role is on the organisation and coordination of the many volunteers who are engaged in church life. If pastoral staff members (especially Senior Minister, Assistant Minister, Curate) are able to spend less time on these roles, they should be able to give more attention to direct disciple-making ministry

The three main areas of attention are

- Church Organisation: assist ministries with organisation skills including recruitment and management of volunteers in more practical roles.
- Church Information: Information Desk; ChurchSuite Guru; Internal Communications.
- Church Growth: enabling those involved in word ministry to maximise the time and attention they can give to word ministry.

This is a new post. Currently envisaged specific responsibilities are

- To organise occasional events eg church lunches.
- To support ministry teams (children's work, music, etc.) by giving logistical and practical support.
- To create and provide staffing for an Information Desk on Sunday mornings initially.
- To act as a focus of communications within the church, including but not limited to the use of Church Suite. To develop efficient systems including the use of email and other online methods.
- To be the 'ChurchSuite guru' (administrator and expert in use of ChurchSuite) and 'Church Suite Champion', to encourage others to make full use of ChurchSuite. In time to plan and lead the roll-out of My ChurchSuite to the congregation.
- To update the church website and manage social media
- To support pastoral staff (see Key Interfaces below) by giving PA, logistical and practical support as directed by the vicar.
- Any other duties as specified by the vicar.

## **Essential Skills and Abilities**

Ministry mind-set

Imaginative problem solving

Able to anticipate and solve problems

Able to work through relationships (see below on Probationary period)

Excellent IT skills

Commitment to the mission of the church

Desirable: A clear and demonstrable Christian faith

## **Key Interfaces**

Pastoral Staff Ed Moll (Vicar/Senior Minister), Todd Mallonee (Assistant Minister), Simon Taylor (Curate, part-time).

Office Administrator (volunteer) who answers office email, types and sends weekly pew sheet ('news for the pews'), fills monthly worship rotas, prints termly programme and information cards. The Office Administrator also oversees office equipment and supplies eg paper.

Parish Centre Development Worker Liz Birch (employed 20hrs/week) oversees the management of the Parish Centre and develops its reach into the community. In partnership with the Bookings Clerk, Liz will manage the relationships with Parish Centre users.

Parish Centre Bookings Clerk (volunteer) takes booking for Parish centre use and in partnership with Liz manages the relationships with Parish Centre users.

Wedding Clerk and Funeral Clerks handle the admin related to these occasional offices.

Other volunteers oversee rotas for Sunday morning Coffee, Flower arrangers, and Church Cleaners.

## **Terms and Conditions**

**Fixed Duration** The post is for two years fixed duration because it is funded from reserves rather than income. The designated reserves are sufficient for two years' salary. The post is also initially for two years because it has a project element to it such as simplifying church systems and expanding the use of ChurchSuite.

There is a **probationary period** of six months. The success of this post relies on the ability to form and use relationships with the congregation, especially the Sunday morning congregation. If these relationships are not in place at the point of recruitment, a key question for the six-month review will be whether relationships have been sufficiently built with members of the church congregation to enable the post-holder to carry out their responsibilities.

**Pay and hours.** This is a part time role ideally worked over at least three days a week. Salary and hours are similar to Parish Centre Development Worker ie £9-10/hr, 20hrs/week.

**Reporting** Day to day work is managed by the Senior Minister. Annual appraisal and line management will be by churchwardens or their nominated deputy.

**Preferred start date:** as soon as possible. Funding has been secured for two years.

**This post is subject to the Diocese of Bath & Wells' Safer Recruitment process which includes an enhanced DBS check**

