

## **St George's Church Wembdon**

### **Ministry Coordinator Job Description**

#### **Introduction**

St George's Wembdon is a 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, organisational and people skills to support the church's main ministry of making Jesus known.

The main focus of the role is to manage the flow of information so that church members have the information that they need in order to participate in Church life and so that the many volunteers who are involved can serve effectively. Much of this happens through ChurchSuite and the use of Google drive. A second part of the role is to support staff and leaders.

#### **Essential Tasks**

- To create weekly rolling PowerPoint slides of upcoming notices and information for display before and after the service.
- To organise rotas for reading and praying in the service and communion distribution, and to work with music coordinator and lead steward in rotas for their teams.
- To create a weekly information sheet for Sunday services and weekly information email.
- To update the church website and manage social media and any notice boards, as well as advertising upcoming events in the local Parish Paper and Local Reach magazines.
- To monitor office supply levels and order new materials (paper, envelopes etc.)
- Attend Staff meetings

#### **Desirable/Occasional Tasks**

- To organise revision and printing of Prayer Diary each year.
- To organise revision and printing of Welcome Booklet each year.
- To work with the PCC in publishing and storing policies as they are revised.
- To support church events (eg church lunches, Holiday Bible Club, church weekend away, distribution of Christmas flyers) organisationally, as needed.
- 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
- Able to take responsibility and work without close supervision.
- Imaginative problem solving
- Flexible, adaptable, reliable & punctual
- Able to anticipate and solve problems
- Able to build good relationships with a wide range of people (see below on Probationary period)
- Excellent IT skills (Microsoft Office, web, database, etc).
- Understanding of GDPR compliance
- Commitment to the mission of the church
- Desirable: A clear and demonstrable Christian faith.

## **Key Interfaces**

Pastoral Staff Ed Moll (Vicar/Senior Minister), Children and Families Worker (Emma McFaul, p/t), Discipleship Development Worker (Simon Evans p/t), Youth and Families worker (to be appointed).

Parish Centre Development Worker Rachael Davis (employed 10hrs/week) oversees the running of the Parish Centre including bookings.

Key Volunteers: Mission Coordinator(Jackie Evans); those overseeing rotas for Sunday morning Coffee, Flower arrangers, and Church Cleaners.

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

## **Terms of employment**

Contract type - This is a fixed-term, two-year role, funded from church reserves.

Working Patterns - Part-time

We also expect to review the needs of this post as the staff team changes

**Pay and hours.** This is a part time role for 12 hours per week worked over at least two days per week to be agreed. Salary is in line with administrative staff currently £12.28/hour. Holiday entitlement is calculated pro rata based on 22 days leave and 8 Bank Holidays. Pension contribution and normal working expenses are paid. A laptop is supplied.

### **Pay and Hours/ Benefits**

- This is a part time role for 12 hours per week worked over at least two days per week, to be agreed.
- Salary is in line with administrative staff, currently £12.28/hour (ie £638/month)
- Holiday entitlement is calculated pro rata based on 22 days leave and 8 Bank Holidays.
- Pension contribution and normal working expenses are paid.
- A laptop is supplied.

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.

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

## **Application**

We encourage you to get in touch for an informal chat before applying. Contact Ed Moll ([ed@sgw.org.uk](mailto:ed@sgw.org.uk)) in the first instance.

Please send a covering letter together with a CV and Application form (you need only complete the sections of the application form that are not covered by your CV) to Paul Hodge at [applications@sgw.org.uk](mailto:applications@sgw.org.uk).

For further information please visit our website ([www.sgw.org.uk](http://www.sgw.org.uk))

## **Time-Table**

These dates are indicative and may be subject to change;

Closing Date for Applications: Friday 14<sup>th</sup> November 2025

Interview Date: Friday 28<sup>th</sup> November 2025

Preferred start date: As soon as possible.