

Worship, Congregation & Community Support Worker / Administrator

8 Hours per week – 12 hours each week to include Thursday mornings. I.T. Literate. Flexibility essential

Responsible to Managing Trustees and Minister **Line Manager** - Minister

Main Purpose of Role:

Develop and manage all aspects of worship preparation and activities for Congregation and Local Community in line with Church's Mission.

Responsibilities:

Contact all preachers, worship leaders (from preaching plan) to identify requirements for all worship activities and services. Prepare (format where necessary) and print Service Sheets and Bible Readings in line with Church Style. Prepare play list of hymns/music on iPad.

Manage all Notice Boards, inside and outside to ensure notices displayed are appropriate, current and relevant. Liaise with Church Administrator regarding the printing of the Preaching Calendar.

Develop and manage Social Media platforms, ensuring content is relevant, appropriate and current. Comply with GDPR requirements.

Collate information for monthly newsletter and liaise with editor. Print and distribute to regular members and the Distribution list.

Maintain current record of Church Members, Pastoral List, Individuals who wish to 'Keep in Contact' and Stakeholders in line with GDPR requirements. Complete requests for information documentation for confirmation/approval before submission.

Support Church by maintaining contacts with Local Authority – Councillors, Heads of Department, Churches and local organisations

Make and maintain contacts with Local Authority – Councillors, Heads of Department, Churches and local organisations.

Research and propose application for appropriate funding and grants. Make applications for funding and grants and follow through until completion.

Research opportunities to work in partnership with other organisations/local authority to provide activities for local community. Reach out to Local Community groups and voluntary sector to encourage use of building and identify areas of common interest.

Work with Church Members to provide Outreach on a Thursday and other events.

Attend Church meetings as required, take minutes and distribute.

Work with Minister and Church Members to plan, organise and assist at Church outings and events.

Support the growth of the church by being proactive in suggestions and undertaking tasks as required.

Liaise with Church Administrator regarding Lettings, Church Administration and provide cover/support when Administrator is absent.

This JD is not intended to be exhaustive or definitive and may be amended or added to as the need of the church changes. Any such amendments will be discussed with the job holder before implementation takes place.