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| **Job Title:** | **Parish Co-ordinator (Fixed Term contract to End July 2025)** | **Salary:** | **£27,144.00 pro rata**  **(£13.92 per hour.)** |
| **Location:** | **St Michael’s Church Centre** with option of some work being home based by agreement. | **Hours:** | **0.27-0.32 FTE (10-12 Hours per week)**  *For a suitable candidate there is potential for this role to be combined with the Personal Assistant to the Vicar.*  *We would consider reduced working hours in the school holidays for the right candidate.* |

**Job Purpose:**

This is a key role, which supports the vision, activity and ministry priorities of the church and, in particular of the Vicar as he leads St Michael’s and in his wider Diocesan role.

The role will involve the co-ordination of pastoral care, welcome and integration of newcomers, encouragement of members to serve through liaison and support of staff, community and ministry leaders.

The right candidate will have excellent pastoral, interpersonal and communication skills alongside a heart to see the vision of the church implemented and the Vicar released into his wider role.

**Line Manager:** The Vicar, on behalf of the PCC.

**Core Responsibilities:**

1. **Support and Promote the vision and core values of St Michael’s**
2. **Co-ordinating Pastoral Care**
3. **Overseeing Ministry Pipelines & Journeys**
4. **Capacity Building**
5. **Supporting Community & Ministry Leaders**

**Key Responsibilities:**

1. **Support and Promote the vision and core values of St Michael’s**

* Promote St Michael’s vision, mission and values at every opportunity.
* Play a key part in the leadership of the Parish as a member of the staff team, joining staff meetings as required.
* To understand the functions of the church and build relationships with key stakeholders, some attendance / work at Sunday worship will be required.

1. **Co-ordinating Pastoral Care**

* Work with the Vicar and Operations Manager to create and implement systems that ensure every church member is cared for and encouraged to grow in their faith.
* Work with community and ministry leaders to identify the needs of everyone in the church, ensuring that they are appropriately supported In their discipleship journey.
* Be a first point of contact if someone identifies a ministry need, e.g. for a pastoral visit, and instigate the most appropriate response.
* Share some of the pastoral workload through visiting and supporting members as agreed with the Vicar.

1. **Overseeing Ministry Pipelines & Journeys**

* Assist the creation of, and oversee multipliable journeys for welcome, integration, discipleship, leadership development and service, ensuring that each newcomer or member has the opportunity to grow in their connection and involvement at St Michael’s.
* Ensure each newcomer is welcomed, offered a visit and an appropriate next step of involvement.
* Ensure each member has the opportunity to grow in their gifting and involvement in communities and ministries in the church through communication and liaison with the appropriate ministry and community leaders.
* Create a simple system within church suite for communication and record keeping, to ensure other ministry leaders keep in touch with progress of team members.
* Highlight any key gaps in provision, and recommend solutions to strengthen the discipleship and mission processes of the church.

1. **Capacity Building**

* Help equip communities to better deliver pastoral care, growing gifting and including more members in each community to share the work.
* Ensure the processes developed can operate sustainably once the post has come to an end, recommending how each aspect of the role can be handed over to others at St Michael’s.

1. **Supporting Community & Ministry Leaders**

* Assist the Vicar in supporting leaders through assisting with the organization of Huddles, training events and other input.
* Work with Operations Manager to ensure helpful communication takes place between the different ministries/groups/activities within the church, such that, for example, where one group is planning an event, it is made aware of another’s experience of something similar so that knowledge and skills can be shared.
* Plan, prepare and help to host opportunities for leaders to get together formally and informally to be supported in their ministry.
* Assist the Vicar in giving appropriate input at leader’s meetings, according to the needs of each group.

Person Specification

Parish Co-ordinator

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| **EXPERIENCE & KNOWLEDGE** | **Essential** | **Desirable** |
| Committed and baptised Christian, involved in church activities (this role carries a Genuine Occupational Requirement (per para 3, Schedule 9 Equality Act 2010) | **X** |  |
| Willingness to work within the authority structures of the Church of England and to become a full member of St Michael’s | **X** |  |
| An evangelical Christian who is prayerful, open to the renewing work of  the Holy Spirit and committed to working within St. Michael’s Church vision and values. | **X** |  |
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| **PERSONAL QUALITIES** | **X** |  |
| Positive and flexible attitude. | **X** |  |
| Efficient, productive and pro-active. | **X** |  |
| Able to take initiative and problem-solve. | **X** |  |
| Able to delegate effectively. | **X** |  |
| Good standard of literacy and numeracy | **X** |  |
| Ability to respect confidences and act with tact and sensitivity | **X** |  |
| Ability to juggle competing demands on your time and to prioritise well, with excellent attention to detail | **X** |  |
| Positive and resourceful when dealing with obstacles and change | **X** |  |
| Ability to form and maintain healthy boundaries for themselves and also for Vicar | **X** |  |
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| **SKILLS & EXPERIENCE** |  |  |
| Significant previous experience of delivering pastoral care | **X** |  |
| Experience of leading volunteer teams | **X** |  |
| Degree or equivalent education |  | **X** |
| Experience of leading / delivering projects. |  | **X** |
| Experience of working autonomously and as part of a team, managing own workload-within agreed and reasonable timescales. | **X** |  |
| Experience of dealing with communications in a professional working  environment | **X** |  |
| Computer skills including use of Microsoft Office, Outlook, Sharepoint, Church Suite or other Contact Management Systems. | **X** |  |
| Ability to understand and demonstrate commitment to St Michael’s PCC policies (e.g. GDPR) and to ensure that all activities are consistent with the policies. | **X** |  |
| Knowledge and understanding of Safeguarding good practice, processes and relevant legislation. |  | **X** |
| Knowledge of HR policies and procedures. |  | **X** |
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| **OTHER** |  |  |
| Positive and flexible attitude. | **X** |  |
| Has full DBS Clearance. | **X** |  |