

CHURCH FACILITATOR Vacancy (30 hours a week or job share considered)

Stony Stratford Community Church is a community-orientated church located in the north of Milton Keynes.

Our Church Mission is: *“God continues to build us into a loving family, anointed and filled with the Holy Spirit and reaching out to our local community and to all nations”.*

Our desire is to see the Kingdom of God established among us and through us as we learn to know and express the Father’s heart, follow Jesus Christ as His disciples and rely on the Holy Spirit for empowering. There are two full time Ministers and a volunteer team of elders, leaders and members to fulfil that mission.

We are seeking to appoint a **Church Facilitator** to support the Mission and Ministry of the church. The role is varied and covers a number of key responsibilities detailed in the accompanying Job Description and Essential Skills documents

Role Summary:

- Primarily based on the church premises
- A critical part of the team, working alongside and providing support to the ministry of the Church through its Ministers, leaders, members and activities
- Outward facing, providing a welcome and initial point of contact for those visiting the church premises
- Some requirement for evening work (in liaison with your line manager) and may be some requirement for liaison with leaders and members on Sunday mornings.

This position has an occupational requirement for the person to be a practicing, committed Christian in sympathy with the Vision and Mission of the Church. An understanding of Baptist structures and ethos would be helpful.

For more information please contact the Senior Minister, Rev Jacqui Green, on 07742485188 or email office@stonystratfordcommunitychurch.co.uk. Alternatively, download the Job description and Person Specification from <https://www.stonystratfordcommunitychurch.co.uk/job-facilitator-vacancy/>.

To apply, send your CV and a covering letter with your contact details to office@stonystratfordcommunitychurch.co.uk.

Closing date for applications is Friday 8th March 2019. Interviews will be on either Monday 18th or Friday 22nd March. The position is currently vacant so availability to start within 3 months is necessary.

Rate of Pay: £10.19 per hour

For those invited for interview we will require two referees and permission to contact them.

SSCC Church Facilitator Job Description

The following is a list of roles for which the Church Facilitator is responsible. This list is not exhaustive; it shows key areas with examples of tasks involved.

General Administration

- General office tasks and correspondence (email, post, answerphone), filing, shredding, computer back up
- Producing notice sheets/rotas etc. including weekly Mailchimp email
- Maintaining contacts lists with BUGB, CBA (Central Baptist Association), Mission Partnership, Local Church Network, Local Business Association etc.
- Ensuring completion of Baptist Union Annual Return and the CCLI licence reporting
- Taking Minutes at Church Meetings (4-5 evenings per year)
- Collating and distributing material for meetings
- Order Church supplies (stationery, paper towels etc.)
- Managing Photocopier rental and supplies

Communication

- Point of contact and welcome for all who come to the Building
- Keeping Church noticeboards, external & Internal updated
- Creating and producing advertising materials (posters/flyers etc.)
- Develop Social Media engagement
- Liaison with leaders and groups across the church

Policies **

- Assist the Trustees in administration by shaping, implementing and monitoring policies/procedures, ensuring compliance with legal and good practice requirements e.g. GDPR; Safeguarding; Health & Safety; Pastoral.
- Act as the Data Protection Officer for SSCC

** The recent GDPR regulations have created the need for a Data Protection Officer for the church and work on GDPR policy will be a priority on commencement of the job

Building & Facilities

- Regularly check and report any problems in the Building e.g. leaks, damage to equipment etc.
- Security - Oversight of keys and key code boxes
- Checking access to all entrances – gritting paths when there is snow etc
- Light Cleaning of office and adjacent area on rota basis

Room Bookings

- Managing room bookings process – for internal and external groups
- Arranging access/lock up, and assist with room set up where necessary
- Produce invoices

SSCC Church Facilitator Person Specification

- Someone who loves Jesus, loves the church and is committed to the mission of SSCC
- Good self-awareness and emotional maturity
- Approachable and friendly, having experience of dealing with the public face to face.
- Ability to respect confidentiality – a high level of confidentiality is needed
- Self-motivated and able to work on own initiative. *
- Able to work as part of a team
- Able to manage boundaries and workloads
- Concern for excellence and attention to detail
- Willingness to learn and develop and undertake training where necessary
- Willingness to serve others
- Good time keeping
- Good sense of humour!

* NOTE: While both the ministers have office space at the church you may be working alone for significant periods of time and will need to be comfortable with this.

Skills

Essential

- Excellent organizational skills including planning
- Excellent communication skills: verbal and written
- Computer literate, particularly using Microsoft Office applications. Must be able to use Excel and create flyers etc. for church events

Desirable

- Ability to work with IT systems and solve basic issues without external support
- Ability to set up audio-visual display equipment / learn a basic sound system for use at ad hoc events
- General level of fitness to allow walking around the building and lay out chairs and equipment if needed
- Able to update church Facebook page and website with relevant information

Finally, if this job excites you and you have many of the skills needed but are not sure you can do it all, please phone for a conversation.