

# CHURCH ADMINISTRATOR

***March 2019***

Grace London is a relatively new church. We began very small, with nine adults and a few babies in 2014. We currently meet on a Sunday across two services (morning and evening) in a community centre near Waterloo station in central London. Over the course of our short history, it has been thrilling to make new friends, see people's lives changed in very concrete ways, and to baptise people who have made a decision to follow Jesus. In many ways, the church still feels young, but we have big ambitions to make an impact in London and further afield. Looking forward, our hope is to start many new churches, to continue the slow and deliberate work of helping new folk discover more about Jesus, and to build a family which is growing in faith and character in the heart of the metropolis.

You would be the fourth member of staff, joining two pastors (Andrew and Jeremy) and the other member of the operations team (Lucy), who will be focused on digital media and communications. You'll work closely with the team, specifically focused on administration, events management and coordinating with volunteers and newcomers. You'll need to be organised and efficient and able to manage a diverse set of tasks. You'll enjoy coordinating and communicating with others as well as being able to work autonomously.

This is a vital role in church life. Much of your work will be unseen by others, but will be crucial in furthering the work of the church, in allowing us to run a range of regular events, in helping newcomers to get immersed in the life of the church and in facilitating our Sunday gatherings.

## ***The Role***

### ***1. Sunday Organisation (including Sunday mornings)***

- Planning and communicating volunteer team rotas
- Communicating and coordinating with volunteer teams / team leaders about Sundays (e.g. sending out a weekly briefing)
- Managing and ordering equipment and supplies for Sunday meetings
- Day-to-day liaison with Sunday venue providers (e.g. Coin Street Community Centre)
- Recruitment of volunteers for volunteer teams (identifying gaps, communicating needs, processing requests and assigning new team members)
- Ensuring Sundays operate as planned (e.g. ensuring Sunday set-up is appropriate)

### ***2. Welcome & Integration***

- Responding to website enquiries on grace.london and salt.london
- Responding to welcome cards, adding people into the database, connecting newcomers with the appropriate life group and volunteer teams
- Ensuring newcomers are welcomed into the life of the church, including inviting them to newcomers meals, membership lunches etc.
- Managing the church database (ChurchSuite)
- Ensuring the address book and life group lists are up-to-date

### ***3. Events Organisation & Administration***

- Managing the 'church events calendar', including keeping ChurchSuite up-to-date, identifying clashes etc.
- Liaising with venues to identify, book and organise specific venues for church events
- Coordinating with volunteer teams to organise church events (e.g. Upper Room, women's and men's ministries, leaders days, evangelism training, student lunches, membership lunches etc.)
- Communicating with church members (both individually and via mass communication) to invite them to events and set expectations
- Practical involvement with the set-up and management of these events

#### **4. General Administration**

- Booking travel tickets and conferences for the staff team
- Organising and booking meetings for the staff and leadership team
- General administration (e.g. booking forms, ordering office equipment etc.)

#### ***The ideal candidate...***

- Passion for God and evidence of a vibrant personal walk with him
- Enthusiasm for the church
- High level of personal organisation
- Aptitude for and enjoyment of administrative work
- Good interpersonal skills, including the ability to communicate effectively with a variety of stakeholders
- Ability to juggle multiple different priorities and prioritise accordingly
- A 'can-do' attitude, with a willingness to 'roll-up your sleeves' and pitch in where required
- A flexibility to work independently for extended periods of time
- Someone who is willing to take responsibility to bring tasks to completion
- Strong passion for the mission and ministry of Grace London

#### ***Could this be done part-time?***

We have planned this as one full-time post (including a half day on Sunday with time off in lieu during the week to compensate). However, it would also be possible to divide this role into two part-time roles. One role would be focused on welcome and integration i.e. the duties outlined in section 2 (2 days per week inc. a half day on Sundays) and one role would be focused on Sunday organisation, administration and events i.e. the duties outlined in section 1, 3 and 4 (3 days per week inc. a half day on Sundays). These two roles might suit slightly different skillsets. We are open to discussing different patterns of part-time working that might fit around your other commitments. So if you're interested in either doing the role full-time, or doing part of the role on a part-time basis, please do go ahead and apply. We're flexible about start-date, but would ideally like a start during May or June. If you have any questions, please don't hesitate to contact Jeremy ([jeremy@grace.london](mailto:jeremy@grace.london)) or Andrew ([andrew@grace.london](mailto:andrew@grace.london)).

The salary will be commensurate to the post and will reflect your experience and qualifications.

#### ***How to apply***

The deadline for applications is **Tuesday 16th of April**, but we'll be reviewing and responding to applications on a rolling basis, so please do apply ASAP. Email [jeremy@grace.london](mailto:jeremy@grace.london) with an updated CV and approximately 200 words on why you're applying and what interests you about the role.

#### ***More about Grace London***

In terms of what we believe, it's all about Jesus. We're an evangelical church, holding to a broadly reformed and charismatic theology. We're part of Advance ([www.advancemovement.com](http://www.advancemovement.com)), a global movement of churches which sits within both these traditions. Advance is also in partnership with the broader Newfrontiers movement. The church is led by a leadership team of five guys, headed up by Andrew Haslam.