



## Operations & Ministry Coordinator

<b>Start Date</b>	October/November 2024
<b>Location</b>	Redditch, Worcestershire
<b>Salary</b>	£37,000 per annum pro rata
<b>FTE</b>	0.6 FTE (Part-Time) 24 hours per week.
<b>Reports To</b>	Renewal Leader

### Church Context & Vision

St Stephen's Redditch is a historic town centre church currently undergoing a season of renewal. In 2024 the church will be injected with new vision, strategy, and resources so that it can proclaim the good news of Christ to Redditch with renewed vibrancy. St Stephen's is a part of the New Wine network and stands firmly within the Charismatic evangelical tradition of the Church of England as part of the Diocese of Worcester.

St Stephen's renewed vision is shaped by four key emphases: *worship*, *faith*, *community*, and *witness*, through which it is hoped that the whole church will be deeply nurtured in their Christian discipleship, equipped, and released to go and make disciples in their local contexts. Coinciding with this is funding from the Church Commissioners for building redevelopment works and salaried staff roles, which will serve the vision and seek to bring it to life. Alongside the clergy, church council, and wardens, the ministry leadership team will exist to serve the church, model faithful discipleship, cast vision, build teams, raise leaders, and equip the church through gifts of prophecy, evangelism, teaching, pastoral care, and apostolic witness. St Stephen's has a wider remit of partnership and resourcing of the Greater Redditch Mission Area and will seek out opportunities to work in gospel partnership with other local churches.

### Person Specification

The Operations & Ministry Coordinator (OMC) will be a person who regards prayer, worship, and devotion to Jesus as a primary driver in their own personal life as a Christian disciple. The OMC will embrace the whole vision of St Stephen's and be key in its coordination and outworking. The person will be a gifted administrator and manager with the perception and desire to allow every area of the church's life and ministry to flourish well, towards the vision of seeing the Kingdom come in Redditch and beyond. As a senior leader and minister in the life of the church, OMC will be someone who knows the grace of God for themselves and who continues

to follow Jesus wholeheartedly. With integrity they will model a humble, godly, and Spirit-filled life of discipleship, aligning their lives to the teaching of Scripture.

## **Job Overview**

The Operations & Ministry Coordinator will be responsible for coordinating different ministry areas and helping encourage collaborative and synchronised practice and communication. They will help produce a vision and strategy for ministerial coordination, helping to identify, lead, and train a wider group of administrators and those with operational and communication skills. They will help oversee the management of the building, its usage and maintenance, and help to oversee the administration of occasional offices and church council meetings. The OMC will help the treasurer with financial administration and stewardship. The OMC will play a full part in the mission of the church and having a personal understanding of the Christian gospel is essential. Through their role they will engage in pastoral conversations and work alongside ministry leaders and volunteers to help people grow in their faith. They will be a representative of the church's leadership team and help lead and participate in staff team prayers, devotional times, and bible studies.

At this stage, there are no fixed expectations about the role so the role might emerge organically as the St Stephen's renewal project begins. The role description will be outlined and agreed collaboratively after 6 months of employment. Tasks will likely involve the oversight of a church database; helping to connect new people into the life of the church; helping to facilitate good communication and compliance; coordinating the church's corporate life, diaries, and building occupancies; leading on building management and maintenance; compliance of safeguarding and health and safety policies; facilitating positive interaction between different ministry groups and activities; assisting with church finances, expenditures; and helping with the administration of church council and the ministry leadership team.

## **Skills & Qualities**

### **Essential**

- A passion for people and the flourishing of the church through good management and organisational practices.
- Experience in leading and managing a team of volunteers including communicating with them and organising plans and rotas.
- Experience of line-management and team coordination, good relational and teamworking skills.
- Good and reliable organisational and management skills.
- Able to relate well to people of all ages and backgrounds.
- Personally self-motivated, humble, teachable, and a willingness to deepen as a disciple of Jesus.
- Comfortable managing budgets and finances.
- Able to adapt to different work pressures and deadlines.

## Desired

- A gift of administrative leadership.
- Confidence in developing teams.
- Confidence in convictions and comfortable ministering in the charismatic evangelical/Pentecostal
- Technologically literate and confident with computing, software, social media, database tools such as Church Suite and Google Workspace.
- Experience of the breadth of Anglican tradition and spirituality.
- Knowledge and experience of safeguarding practices.
- Knowledge and experience of church finances and charity responsibilities,
- Good communication skills.

## Requirements

- 3 years fixed term with potential for permanent contract beyond the fixed term.
- Working days anticipated to be Monday - Friday. Specific working days and hours to be agreed.
- Attendance at weekly staff meetings, likely to be Monday mornings.
- 6-month probationary period.
- As well as being a member of the staff team, the Operations & Ministry Coordinator will be an active and devoted member of the church's life for the sake of their own faith and discipleship.

## Benefits

<b>Holiday Entitlement</b>	Full-time entitlement pro-rated.
<b>Reporting</b>	The Operations & Ministry Coordinator will be employed by St Stephen's and report to the Renewal Leader.
<b>Equipment</b>	A work laptop will be provided.
<b>Working Base</b>	Based at St Stephen's church in Redditch. There will be a need for flexible working and possible working from home.
<b>Training</b>	Opportunities for training are available and a personal development strategy will be worked upon collaboratively.
<b>Pension Scheme</b>	Enrolment to pension scheme.

## Application Information

If you are interested in applying for this role, please send your completed application form and a covering letter outlining your motivation for applying to Fraser Oates via [fraser@ststephensredditch.com](mailto:fraser@ststephensredditch.com). If an informal discussion would be helpful prior to formal application, please contact Fraser Oates on the same email address as above.

The closing date for applications is **Sunday 13<sup>th</sup> October 2024.**

Interviews will be carried out on **Tuesday 22nd October** (with some flexibility considering the applicant's personal circumstances).