

MINISTRY COORDINATOR (PART-TIME)

ROLE DESCRIPTION

Title: Part-time Ministry Coordinator

Employed by: St Simon & St Jude with All Souls

Responsible to: The Vicar

OVERALL AIMS

1. To free up the vicar and GRACE coordinators for Bible teaching, pastoral ministry and evangelistic work.
2. To enable the core ministry programme of the church to run and so enabling us to care well for people.

RESPONSIBILITIES

1. Assisting GRACE coordinators in their ministries

- a. Gather – completing service rota, assisting in Easter/Christmas programme, prayer meeting programme, compile welcome packs for new comers.
- b. Reach – graphics, preparing invites, helping at events.
- c. All Nations – printing/emailing prayer letters, planning who to pray for in services/getting up-to-date information to those praying/service leaders.
- d. Care – keep and monitor a visiting list for vicar and Care team to visit.
- e. Encourage – attend termly Connect group leaders meeting; keep up-to-date list of those in groups and follow-up with group leaders those invited etc.
- f. Attending GRACE meetings to help action the things that need doing.

2. Church programme

- a. Church calendar – drafting, compiling and updating.
- b. Website
 - i. Take on responsibility for ensuring the website is used by the congregation in ways which benefit wider church ministry, e.g. facilitate groups using the website for rotas; keeping the church calendar updated; uploading of PCC documents etc.
 - ii. Ensuring website is kept relevant and that group pages reflect what is happening.
- c. Church database – oversee the co-ordinating and keeping up-to-date of the database, in compliance with church representation rules and data protection.
- d. Graphics – liaising with graphics team regarding termly design/printing needs for the wider programme.
- e. Emails – weekly email to church family, highlighting what's happening on Sunday or other events.

3. Assisting vicar with admin tasks

- a. Funeral bookings and quarterly returns
- b. Planning of termly meetings e.g. Connect group, service leaders, etc.
- c. Yearly projects: e.g. Annual Report, APCM admin, Week of Prayer, etc.

4. Assisting Operations coordinator

- a. Liaising with our Operations coordinator over whether there are tasks that the Ministry Coordinator can help with or oversee.