

MINISTRY COORDINATOR (PART-TIME)

JOB ADVERT

ABOUT US

As a church family we are seeking to **grow to know and love God so that we go to live and speak for Jesus**. We long for that vision to be fulfilled in St Simon's from the youngest to the oldest, all to the glory of God. We are therefore seeking a part-time Ministry Coordinator who can help us fulfil that vision.

THE ROLE

so that God's people are then equipped to serve one another with the gifts they've been given, enabling the whole church family to grow to be more like Christ (Eph 4v11-13).

We are looking for someone who can both free up our Bible teachers to focus on preaching and pastoring, and help rest of the church family to use the gifts that God has equipped them with.

This will mean:

- » Assisting the GRACE coordinators in their ministries, helping them action what needs doing so that our Gather, Reach, All Nations, Care and Encourage ministries flourish.
- » Overseeing the church programme, ensuring good and regular communication with the church family
- » Ensuring and overseeing the completion of basic admin tasks done by the vicar and others, to free up time for pastoral ministry.
- » Working with our Operations Coordinator to ensure the smooth running of our Operations ministries.

More detailed information about these tasks can be found in the role description on our website.

Initially we are looking for the applicant to work 12 hours per week, with the possibility of increasing these hours to 16 hours per week, depending on the person and work load.

THE APPLICANT

We are looking for someone who first of all is seeking to walk daily following Christ, loving him and being changed by him. The successful candidate will be humble, teachable and eager to serve.

It is expected that the Ministry Coordinator will:

- » be gifted organisationally
- » have good communication skills and be pastorally sensitive when dealing with others.
- » be excellent at personal time management.
- » be someone who is can follow instructions well and also self-start, using their own initiative to take projects forward.

Ideally the successful applicant will also be a member of St Simon's.

It is a genuine occupational requirement that the post-holder is a Christian who is aligned with the Church of England Evangelical Council basis of faith.

SALARY

A starting salary will be offered of between £8.5k and £11.5 depending upon experience and hours.

HOW TO APPLY

Submit a cover letter and your CV to:
admin@stsimonsouthport.org.uk
Closing date: Friday 6th June 2025.

St Simon's Southport is committed to safeguarding and promoting the welfare of children and vulnerable adults. A DBS check will be undertaken.