



The churches of St Matthew and St Paul are special places in Fulflood and Weeke, places to wonder, to explore and to belong. We are places to experience God – in music, worship, community, prayer and fun. We are places where curiosity is encouraged – somewhere to encounter Jesus (maybe for the first time), question faith (not for the last time) and discover how to trust God. And we are places where everyone is welcome, with no exceptions. All this is expressed in our strapline, 'Pilgrims on a journey'.

We seek a creative and enthusiastic Ministry Coordinator to join a small, joyful and committed team in order to support our churches' growth and development.

QUESTIONS & APPLICATIONS

We would be delighted to answer questions you have about the role. Please contact the Rector, Jonathan Rowe by email (jonathan@stmatthewstpaul.org) to arrange an informal conversation.

To apply, please send a CV and a cover letter explaining what attracted you to the role and what you bring to the position to Katy Palacio, Parish Administrator (admin@stmatthewstpaul.org).

Deadline for applications: 4pm, Wednesday, 19 February 2025

Interview date: Wednesday, 5 March 2025

Ministry Coordinator

JOB DESCRIPTION

Reporting to:	Rector
Hours:	Up to 18 hours per week (0.52 FTE at 35 hours per week) with occasional evening events or meetings. Core working hours are 9.30am-3pm on Mondays, [one of Tuesdays or Thursdays] and Fridays.
Salary	£29,061 pro rata, i.e. £14,945.67. Up to 4% employer and 4% employee pension contributions
Holidays:	Five weeks paid holiday per year pro-rata, plus statutory holidays
Duration:	Permanent position with monthly reviews during the 6 months' probation period
Place of work:	St Paul's Church, St Paul's Hill, Winchester SO22 5AB

PURPOSE

The Ministry Coordinator coordinates and supports the churches' ministry in order to enable their effective operation, growth and development.

MAIN DUTIES AND RESPONSIBILITIES

Working with the Rector, the postholder is responsible for the coordination and administration of St Matthew's and St Paul's ministry.

- 1. Coordinate the organisation of ministry events and occasional offices**
 - With the Rector and the *Curious?* group, prepare an annual programme of ministry events and coordinate the implementation of this programme.
 - Coordinate the organisation of occasional offices (baptisms, marriages, blessings and funerals).
- 2. Manage ministry rotas for the churches using ChurchSuite**
 - Manage the effective roll-out of ChurchSuite to all areas of church life (currently only partially used).
 - Train others to the level necessary for their effective use of ChurchSuite.
 - Liaise with colleagues and users to organise and coordinate, as appropriate, all church rotas.
- 3. Support the churches' achievement of the A Rocha Gold Church award**
 - Work with the Chair of the Eco Church Committee to identify the action required to achieve the A Rocha Gold Eco Church standard and monitor progress towards its award.
 - Support the Eco Church Committee in the administrative tasks required to obtain the A Rocha Gold Eco Church award.
- 4. Support the organisation of the annual Community Day**
 - Provide administrative assistance to the Chair of the Community Day organising group.
 - Liaise with stallholders and other stakeholders to support the organisation of Community Day.

5. Coordinate and support the organisation of pastoral care within the parish

- Provide administrative support to clergy to ensure effective oversight of pastoral care.

6. Other

- Comply fully with all safeguarding, health & safety and risk management procedures.
- Attend meetings as indicated by the Rector.
- Other duties commensurate with the role, as may be required.

PERSON SPECIFICATION

The applicant will be able to demonstrate:

- commitment to the values and aims of St Matthew's and St Paul's
- the ability to develop and manage effectively communication with a wide range of people, both face-to-face and via digital media (e.g. by email and messaging within ChurchSuite)
- excellent planning and co-ordination skills
- competence to use ChurchSuite to a good level with the ability and willingness to develop skills; excellent proficiency in Microsoft Office (including Word and Excel)
- that they are naturally collaborative with the capacity to build productive relationships with clergy, staff, volunteers and all others who come into contact with the church
- the ability to lead, enable, encourage and train volunteers to offer their time and skills to support the churches' ministry
- the ability to communicate very effectively both in writing and orally
- the ability to work flexibly and productively as part of a small team while able to use their own initiative when appropriate

There is a genuine occupational requirement that the post holder is sympathetic to, and supportive of, the aims of the Parish of St Matthew with St Paul, which is part of the Church of England.

Any offer of employment will be subject to provision of evidence that the post holder has the right to work in the UK.