



## Job Profile

Position	Church Coordinator
Department	Church Operations
Responsible to	Associate Vicar for Ministry (AVM)
Key Relationships	Head Verger and other Heads of Departments (HODs)
Main purpose of the placement	<p>You would provide support to the Associate Vicar of Ministry and the clergy team, helping to ensure the smooth running of this energetic and diverse church.</p> <p>To resource and support church operations and cross site activity, the clergy team and the vibrant St Martin's congregation with excellent hands-on organisation, enabling the life of this large and multi-faceted church to flourish.</p>

## Main duties and responsibilities

### 1. Diary management and scheduling

- Working with the Associate Vicar and Head Verger to coordinate, plan and schedule all Church services, events and activities
- Coordinate, maintain and publish the Church Diary on a monthly basis and update room booking software Rendezvous
- Work with all departments to ensure excellent cross-site planning for events and activities ensuring all bookings and event specific requirements are in place
- Forward general information communications to site, where appropriate
- Attend regular diary and cross site meetings, setting up the facilities needed for meetings

### 2. Special services and other events

- Coordinate arrangements for special services and selected other church events, including attending planning meetings and working with clergy, musicians, vergers, estates and other staff to produce whole-site briefings and ensuring that the services and events run smoothly
- Be responsible for preparation of the Advent & Christmas Church Services briefing
- Provide occasional support to the Music and Worship Coordinator in the production of in-house orders of service as required

### 3. Office administration

- Prepare paperwork for meetings
- Maintain all office filing, electronic and paper records
- Accurately maintain data for PCC, ensure GDPR compliance
- Distribute the post and coordinate special postal arrangements
- Organise room bookings and set up the rooms for clergy, and others as requested
- Answer switchboard and door, directing callers to the right place/person
- Respond to general enquiries by letter and email
- Meeting and greeting visitors



- Coordinate church tours and filming requests

#### **4. Congregational events and activities**

- Coordinate the administration of St Martin's Education Programme, retreats and away days
- Coordinate administration for vigils and bell ringers, referring to the Associate Vicar, as appropriate

#### **5. PCC Secretary responsibilities**

- Be responsible for the ongoing governance of the PCC, keeping up to date information, and being proactive to ensuring the PCC annual schedule of responsibilities is followed.
- Liaising with the Vicar and Churchwardens, distribute details and dates of all PCC meetings and Planning Group meetings.
- Book rooms, and oversee all practical arrangements for PCC meetings including refreshments and equipment.
- Distribute within timeframe agenda, minutes and all reports and paperwork for PCC meetings, to members electronically Ensure that all documents, policies agreed at PCC meetings are logged into the St Martin's system, e.g. placed on S drive, filed in a suitable manner.
- Keep exact records of all agendas, minutes and papers and terms of service of PCC members.
- Prepare APCM, including room bookings, equipment election requirements, distribution of papers and annual report.
- Electoral Roll Officer, maintaining records, submitting applications for PCC meetings
- Work with the Stewardship Officer on the annual Giving Campaign to prepare and send out packs

#### **6. Publications, communication and database**

- Maintenance of Parish contact database 'iKnow Church' and develop it as a tool for parish communication and stewardship (with Stewardship Officer)
- Prepare flyers, posters as requested by clergy, liaising with marketing as required

#### **7. Budgets and finance**

- Process invoices, claims and finance payments for AV and special services
- Collect and administer payments for fee paying church events, e.g. retreats, courses, conferences
- Work with Finance team on queries with special services and PCC budget related items
- Keep and maintain accurate records
- Reconciliation of stationery budget and Petty Cash

#### **8. This is not an exhaustive description of the position, aspects will change over time and the successful candidate is expected to contribute to its development and progression.**



## **Nature and scope of the role**

St Martin's is a large and diverse organisation consisting of visual art exhibitions, a comprehensive concert programme along with the Café in the Crypt and Courtyard, Events and Shop, set alongside daily worship, special services, memorials and education programmes.

This is an interesting, wide ranging and supporting role requiring a broad range of skills. You will be working with Clergy, office and verging team, congregation, events, catering, concerts and retail teams, contractors and others. Excellent communication and relationship building skills are a key part of this role, as well as an ability to be pastorally sensitive in all communications.

While working in a lively office based environment, this role will offer the opportunity to a rich overview of various aspects of St Martin-in-the-Fields.

## **Knowledge, skills and abilities**

To be effective in this role you will need to demonstrate the following skills:

### **Essential**

- Superb, demonstrable organisational and administration skills
- Ability to prioritise and multitask in a pressured environment
- Ability to respond calmly yet confidently to last minute challenges and problems
- Experience of working in a busy, office environment
- Produce consistently accurate work
- Be a team player with an interest in people, who enjoys working with others within a large and varied organisation
- Have a good level of general education
- Computer literate (Microsoft Word, Excel and Outlook)
- Be in sympathy with the aims and ethos of St Martin-in-the-Fields

### **Desirable**

- Office management qualification
- Experience of working in a church, a cathedral, national church organisation or similar
- Have an understanding of the Anglican Church, its liturgy, worship, ministry and parish life

Signed by employee: \_\_\_\_\_

Signed by manager: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_