

# **Christ Church Fulwood**

## **Ministry Support Assistant (General)**

### **Job Description**

## About us

We are a conservative evangelical church family who meet in the south-west of Sheffield. We believe that the Bible is God's inspired and revealed word and the authority for doctrine within the church. It is God's revelation of all we need in order to know Him through our Lord Jesus Christ. There is, therefore, a strong emphasis on expository Bible teaching in the church and in the many activities that form part of it and radiate from it.

We are a parish church seeking to serve our local community. However, the church family is not confined to parish boundaries; the network of relationships through work, leisure and friendships means that the influence of the church family spreads much wider. We have many links within the city, the diocese, further afield in Britain and abroad. The Lord has blessed us with extensive facilities which are in constant use. (In addition to the newly renovated church building itself, the parish has a large church complex and the use of four church houses).

We are an Anglican church, but the congregation and membership is composed of people from a variety of Christian traditions and denominations, united by the Christ-centred, Bible-based teaching and evangelistic outlook of the church. We are concerned about the challenges of our culture, and those facing the Church of England and want to remain faithful to scripture as the revealed word of God. We are committed to evangelism and recognise that we need to equip the whole church to participate effectively in this work.

The staff team includes the Vicar, Associate Vicar, Director of Operations, Minister for Training, Minister for Students, Female students' worker, Youth and Families' worker, Children and Families' worker, Minister for Music, Ministry Support Manager, Ministry Support Assistants, Premises Manager and several Ministry Trainees.

## Ministry support at Fulwood

Over many years the Lord has used the ministry of Christ Church Fulwood to change the lives of thousands of people from a wide variety of backgrounds and circumstances. We long to see everyone come to Christ, to grow in maturity in him and be equipped for a lifetime of service.

The Operations team exists to release those with direct pastoral responsibility to flourish in their ministry of the Word and prayer (Acts 6). Together, we prayerfully seek to serve both the church family and the wider community. Large numbers of people attend Sunday services and various weekly events, whether in our recently reordered church building, or in the busy Church Centre. For this reason, ministry support requires high levels of sensitivity, discretion, and good judgement - alongside a confident commitment to the Christian life that we share together. This is reflected in the whole staff team practice of meeting weekly for prayer.

## About the Role

The Ministry Support Assistant's role is a vital part of a busy team who, together, carry responsibility for coordinating many of the central administrative functions of Christ Church Fulwood. The MSA, under the supervision of the Ministry Support Manager, will need to demonstrate both professionalism and a real understanding of the church as the body of Christ. Other members of the Operations team include other Ministry Support Assistants, a Premises Manager and a small team of part time receptionists.

### Principal Responsibilities

- Being a regular and predictable administrative support to staff and church family.
- Development in understanding and management of the audio-visual set up (especially in the church building) and the teams that use it.
- Support for website management, live-streaming and social media.
- Maintenance and use of CCF's Church Management Software (ChurchSuite).
- Assisting with the processing of finance transactions.
- Responsibility for the effective management of volunteers and staff using digital rotas (within ChurchSuite).
- Contributing to the production, distribution, and accessibility of resources for weekly communications, small group studies and church family prayer.
- Managing the administration of occasional larger events and meetings.
- Helping the wider church family in the fulfilment of their volunteer roles as and when necessary.

### Other Responsibilities

- Liaise with ministry trainees in their practical tasks in coordination with the Ministry Support Manager and Minister for Training.
- Participating in the management of supplies.
- Manage digital media, ensuring appropriate record-keeping (including the requirements of data protection law).
- Participating in the regular review of the way in which Ministry is supported and assist in the implementation of changes as needed.
- Any other reasonable duties as requested by the Ministry Support Manager.

### Key Relationships

- Ministry Support Manager (the line manager).
- The Director of Operations.
- Other Ministry Support Assistants and the volunteer receptionists.
- Other members of the staff team and the wider church family.
- Local churches including those in the ReNew network.
- UK Church Administrators Network (UCAN).

## Person Specification

	Essential	Desirable
<b>Education</b>		
Three A-Levels (A-C).	X	
Batchelor's degree.		X
<b>Skills</b>		
Familiarity with Microsoft Office productivity software (Word, Excel, Outlook).	X	
Strong organisational skills.	X	
Ability to communicate well.	X	
Numerate with an eye for detail.	X	
Familiarity with church management software (ideally ChurchSuite and Planning Center Online).		X
Familiarity with MacOS.		X
<b>Experience</b>		
Working in administration in a church context.		X
Operating within a team.		X
Working fluently with digital platforms (eg Microsoft OneDrive/SharePoint, DropBox, Teams, Zoom).	X	
Working independently with only occasional supervision.		X
<b>Knowledge</b>		
Understanding of church culture.	X	
<b>Personal</b>		
A committed Christian.	X	
A team player with a sense of fun, good people skills and who enjoys working alongside others.	X	
Self-motivated with a 'can-do' attitude.	X	
Initiative.	X	
Flexible and responsive to changing needs.	X	
Tenacity and resilience.	X	
A member of Christ Church Fulwood		X

## Terms and Conditions

### Terms of employment:

The post is a part-time role (14 hours per week) with working hours to be determined in agreement with the line manager. The Operations team normally works on the premises at Christ Church Fulwood. Normal working hours are 9am to 5pm, Monday to Friday.

### Accountability:

Ministry Support Assistants are responsible to the Ministry Support Manager.

### Salary:

This role is linked to the UCEA Single Pay Spine for Academic and HE Support Staff and is remunerated at the rate of £19,862 - £22,254 (FTE) per annum. The equivalent remuneration for this part-time role will be £7,945 - £8,902 per annum. A generous employer's pension contribution (14%) is paid into a personal pension scheme. Church remuneration is reviewed annually from 1 January.

### Expenses:

Full working expenses will be met by the PCC.

### Holiday Entitlement:

There is entitlement to holidays based on 5 weeks holiday plus statutory public holidays (pro-rated for part-time work). Dates to be agreed with the line manager.

### Health and Safety:

You are required to abide by all policies and procedures as set out in Christ Church Fulwood's Staff handbook.

### Period of Notice:

In the event of either the employer or employee wishing to terminate this employment a minimum of 1 month's written notice is required.

## Application for the post

There is a genuine occupational requirement that the appointee to this post should be a committed Christian with a firm faith who is able to commend Christ from personal experience of His grace.

The PCC has passed a resolution under the House of Bishops Declaration on Ministry of Bishops and Priests.

Fulwood Church are committed to safeguarding and safer recruitment as per Church of England policies. Any offer of employment will be made contingent on receipt of two satisfactory references (covering two years' knowledge of the candidate), a basic DBS check and proof of your right to work in the UK.

For further details regarding the post please contact Tilly Rawson, on:

0114 230 1911 or [tillyrawson@fulwoodchurch.co.uk](mailto:tillyrawson@fulwoodchurch.co.uk)

If you wish to be considered for this post, please send an up-to-date CV and a covering letter explaining your suitability for the role to: [tillyrawson@fulwoodchurch.co.uk](mailto:tillyrawson@fulwoodchurch.co.uk)

Please also provide the names of referees (with telephone and email contact information) who have known you over the last two years. One (or more) of your referees should be from any relevant recent work experience. Another one (or more) should be from your local church context – ideally your minister or someone in leadership at your church.

The closing date for applications is Thursday 24 August 2023. Interviews are planned to take place during the week of 28 August 2023.

It is hoped that the successful candidate will be able to take up their appointment by early September 2023.