

Job Description

Job Title	Ministry Support Co-Ordinator
Line Manager	Operations Manager, Dundonald Church
Place of Work	Dundonald Church, 577 Kingston Road, SW20 8SA

Dundonald Church

Dundonald Church is a reformed evangelical church committed to growing disciples of our Lord Jesus Christ as we seek to love God, love each other and love our neighbours.

We are a church of 600 adults and 375 young people with 4 gatherings each Sunday.

We are a founding member of the Co-Mission network. Co-Mission is an enterprising church-planting network that God has been growing in London since 2005.

Role

The Operations Team exists to provide support to the 7 'WITNESS' Ministries of Dundonald Church as we seeks to grow disciples in both number and depth of maturity.

Key Responsibilities

To provide Ministry Support specifically to the WORSHIP Ministry:

- Pro-actively plan and prepare for the weekly and monthly gatherings
- Review, and improve where necessary, existing administrative processes so that they're fit for purpose
- Co-ordinate the delivery of Sunday Gatherings
- Co-ordinate the delivery of monthly Prayer Meetings

To provide Ministry Support specifically to the TRAIN Ministry:

- Co-ordinate the production and sharing of materials
- Co-ordinate events, courses and training sessions

To provide Ministry Support specifically to the SERVE Ministry:

- Support the SERVE Ministry Leader as he co-ordinates the activities of the various teams involved
- Co-ordinate events, courses and training sessions

To provide Ministry Support specifically to the Kids & Youth Ministry:

- Co-ordinate the production and sharing of materials
- Co-ordinate events, courses and training sessions
- Support the Children's Pastor as she co-ordinates the activities of the kids teams
- Support the Children's Pastor as she communicates with parents

The allocation of support to particular WITNESS Ministries is reviewed from time to time and as a result you may be allocated to a different or an additional Ministry in consultation with the Senior Associate Pastor and Operations Manager.

We are looking for a highly organised, efficient, self-motivated and positive team player who has a proven ability to cope with the pressures of a busy and multi-faceted role.

The role could be full-time or might suit someone looking for a part-time role with a job share arrangement. Initially this role is a 12 month fixed-term maternity cover with the potential to extend.

There is a genuine occupational requirement for a Christian to fill this post