



## Overseer and Coordinator Roles

We are looking to employ two full time members of staff in overseer and coordinator roles. Together, they will cover the key responsibilities below, depending on the skills, experience, and desires of each candidate. We are ideally looking for the roles to be full-time but we are also willing to consider candidates who prefer part-time work. If you are excited about helping us fulfil God's mission for V61 and you have the skills to match then please contact [lucy@vineyard61.org](mailto:lucy@vineyard61.org) for further information, stating the areas you are most interested in. Closing date for applications is **6th July 2021**.

Roles detailed below are: **Teams Coordinator, Events Coordinator, Online Pastor, Life Groups Coordinator, Social Media and Website Manager and Children and Families Ministry Overseer.**

Job Title	<b>Teams Coordinator</b>
Job Role	The Teams Coordinator is responsible for ensuring recruitment, training, scheduling and recognition happens for our volunteer teams. The role works closely with Site Pastors, Ministry Leaders and Team Leaders and members.
Key Responsibilities	<ul style="list-style-type: none"><li>• Proactively work with the Leaders to ensure all administrative tasks in relation to volunteers including rotas are carried out efficiently and effectively</li><li>• Develop further a creative and proactive recruitment and retention model for Teams ensuring diversity and sustainability</li><li>• Champion the use of ChurchSuite, specifically it's process flow capability, as the primary tool for volunteer recruitment, tracking and scheduling</li><li>• Adding and maintaining positions for all ministry areas which includes descriptions, requirements, DBS etc</li><li>• Plan and facilitate volunteer orientations sessions with the Volunteer ministry leaders and communicate information</li><li>• Plan and implement regular church-wide volunteer recognition events</li><li>• Regularly assess the volunteer needs of our various ministry programs and events</li><li>• Regularly evaluate the volunteer team 'life cycle' ensuring continuous improvement to our processes at each stage</li></ul>
Hours	14hrs (2 days) per week

Job Title	<b>Events Coordinator</b>
Job Role	Oversee, plan and administer all church wide events (one-off and irregular) ensuring all events successfully meet the vision and purpose of the brief, paying close attention to budget and time constraints Coordinate and administer events to ensure all church wide events (one-off and irregular) are intentional and relative to the growth and connection of the church body and in line with the mission and vision of the church
Key Responsibilities	<ul style="list-style-type: none"> <li>• Own, drive and administer the planning, communication and execution of events and coordinate with other staff members and ministry leaders as required</li> <li>• Ensure teams are recruited where required and external venues, speakers, catering etc are booked in a timely manner</li> <li>• Create an annual plan for all-church events including promotion, budget, staffing, layout, planning, executing and debrief (examples of events would be praise in the park, Big Church, weekend away, Harvest Meal, one off courses etc)</li> <li>• Effective management of the event budget</li> <li>• Act as a 'consultant' with other ministries and staff as needed for their events</li> <li>• Coordinate and facilitate post event evaluations</li> </ul>
Hours	7hrs (1 day) per week

Job Title	<b>Online Pastor</b>
Job Role	To provide pastoral leadership to the ministry and mission of Vineyard 61 Church through its online presence. Just like our physical churches are called to do more than weekend services, our Church Online is called to do more. This role will be a champion of discipleship for those engaging virtually. This role serves as a liaison to the other Pastors of the church to work out how Church Online can impact the entirety of our church, regardless of where people are located.
Key Responsibilities	<ul style="list-style-type: none"> <li>• Pastor the online church family during the live broadcasts of the Sunday service and pastor those attending online throughout the week</li> <li>• Create an interactive and compelling online experience that moves the online congregation from consuming church content, to connecting with the church in person</li> <li>• Partner with the Sunday service planning, worship, production &amp;</li> </ul>

	<p>media team to create effective worship experiences for the online church family</p> <ul style="list-style-type: none"> <li>• Manage volunteer ministries associated with online church service</li> <li>• Monitor metrics for online church service</li> <li>• Connect people with people by providing opportunities for in-person meetings within homes if members do not live near a site</li> <li>• Raise up leaders who will be disciple-makers and host home church gatherings</li> <li>• Continuously connect the mission and vision of the physical church to the online community so that the two individual expressions maintain clear, church-wide messaging</li> <li>• Stay up-to-date with new online technology and initiatives to continuously improve the online church experience</li> <li>• With the Life Group coordinator, drive the creation of online life groups</li> </ul>
Hours	7-10.5hrs (1-1.5 days) per week

Job Title	<b>Life Groups Coordinator</b>
Job Role	To create clear pathways for people to assimilate into V61 small groups. Under direction and vision from the Lead Pastor be responsible for coordinating the recruitment, coaching and pastoring of core small group leaders and overseers who are the frontline volunteer pastors of the church. To assist the Lead Pastor in the creation of small group content as required
Key Responsibilities	<ul style="list-style-type: none"> <li>• Develop and implement a creative and proactive recruitment and retention model for Life Group Leaders ensuring diversity and sustainability - encourage our Leaders to raise up Leaders</li> <li>• Oversee coordination of Life Groups including Life Group communications, and being proactive and encouraging</li> <li>• Ensure Life Groups are organised for the start of the term, and that new life groups are added each term if necessary, to ensure that there are spaces for new church members to sign up</li> <li>• Champion the use of ChurchSuite to all leaders. Ensure that all group records on ChurchSuite are correct and updated regularly</li> <li>• Organise termly information evenings, training events and an annual Life Groups leaders celebration event</li> <li>• Coordinate training and information evenings for Overseers</li> <li>• Ensure Life Groups have access to training and pastoral care material</li> </ul>

	<ul style="list-style-type: none"> <li>• Act as point of contact between Overseers and Life Group Leaders and Lead Pastors</li> <li>• Assist the Lead Pastor in creating content for Life Groups</li> </ul>
Hours	10.5 - 14hrs (1.5 - 2 days) per week

Job Title	<b>Social Media &amp; Website Manager</b>
Job Role	You will maintain and grow our social media presence and networks, curate content, campaigns, build brand recognition and manage all published content
Key Responsibilities	<ul style="list-style-type: none"> <li>• Develop graphic design concepts and create engaging written and visual content for social media platforms in response to the vision cast by leadership</li> <li>• To advance and maintain the V61 Social Media presence in the best possible form to reach people who are not currently part of our church, as well as those that are</li> <li>• To develop and focus the V61 communication style so that all communications carry a similar “look and feel”, which communicate according to our values and strengthen our identity</li> <li>• To advance and maintain the V61 website in the best possible form to reach people who are not currently part of our church (but could be), informing them with everything they need to help them become members</li> <li>• To serve all Site Pastors, Ministry Leaders by providing a design, print &amp; media resource that ensures that the quality and style of all communications is maintained</li> <li>• To ensure that all site or church-wide events and activities receive the appropriate level of profile through the newsletter, Sunday services, and Social Media</li> <li>• To provide clear pathways for the spreading of good news stories and testimonies. It is essential to our sense of health and momentum that all that God is doing is shared amongst the members of the church and beyond. You will use all media forms to capture and disseminate such stories</li> <li>• To engage as many volunteers as you see as necessary (especially photographers) for the fulfilment of your vision for church communications</li> </ul>
Hours	17.5hrs (2.5 days) per week

Job Title	<b>Children and Families Ministry Overseer</b>
Job Role	Oversee and support ministry to Children across all sites by recruiting and working through and empowering leaders
Key Responsibilities	<p>Cast Vision</p> <ul style="list-style-type: none"> <li>• Lead with vision, creativity, passion, care, sensitivity and with a servant-heart</li> <li>• Represent the interests of the children in church life</li> </ul> <p>Develop and empower volunteers</p> <ul style="list-style-type: none"> <li>• Proactively Identify, recruit, train, deploy and monitor leaders and team members to lead the children's work to the highest possible standard</li> <li>• Create curriculum and programmes for kids work and do regular site visits to encourage and train the teams</li> <li>• To foster a positive sense of team amongst the staff and volunteers. Ensure that all the age-brackets of the children's ministry are operating at a high standard and with adequate support and resources</li> <li>• Create/Maintain any communication platforms within the Vineyard 61 Kid's Teams. Champion the use of ChurchSuite for kids church</li> </ul> <p>Values Defender</p> <ul style="list-style-type: none"> <li>• To ensure that all worship, teaching and prayer ministry takes place with children and families according to our values, both written and unwritten</li> </ul> <p>Safeguarding and Health and Safety</p> <ul style="list-style-type: none"> <li>• Ensure the safeguarding of children, young people and vulnerable adults is paramount, encouraging full compliance with all appropriate laws and guidelines</li> <li>• Liaise with Health and Safety Officer to ensure full compliance with all appropriate laws and guidelines</li> <li>• Ensure that any team members are properly DBS checked</li> </ul> <p>Families</p> <ul style="list-style-type: none"> <li>• To encourage every family regularly attending Vineyard 61 Church to connect into the life of the church. Start Initiatives that cultivate healthy families and promote good communication between parents and children</li> <li>• This would include working collaboratively with the small group leaders, pastoral team and local volunteers. It would also include an active involvement in parents/children with pastoral needs</li> <li>• Organise food rotas for new parents</li> </ul>

	Events <ul style="list-style-type: none"> <li>• Develop a Kid's programme for any Church weekend away, events etc</li> </ul>
Hours	10.5 hrs (1.5 days) per week

### Other requirements

- Undertake other duties reasonably requested by your line of management (this will include general administrative support)
- Be an active member of Vineyard 61 Church
- Attend all staff meetings, away days and training as required
- Comply with all Church operating policies and procedures
- Undertake any training or personal development as required
- Play a full part as a member of the staff team, working collaboratively on shared goals and supporting wider ministries of the church as appropriate

### OUR TEAM

We are a growing team with various pastoral, operational and administrative roles. Our team is adaptable, flexible and relational. This role requires that you will be a key member linking and supporting individual team members and joining weekly staff and prayer meetings.

<https://vineyard61.org/>