



Operations Ministry Coordinator Job Description

This job includes a variety of functions that support the running of the church and support the role of the Pastors. There is a focus on operational and organisational activities alongside participation in the pastoral and practical outworking of the Church vision. Assisting in the implementation of the vision, direction and focus of the church.

Qualifications for the position:

Passion for being part of and supporting Southampton Vineyard Church
Commitment to growing personally in faith and helping others grow in faith
Ability to work well with others on a one to one and team basis
Strong written, and verbal communication skills
Strong IT, web, social media and organisational skills
Strong interpersonal skills and the ability to liaise and engage with people inside and outside of the church
The ability to speak publicly during Church meetings and at other meetings
Capacity to inspire and motivate others to participate in church life
Ability to deal with information in an ethical, confidential manner and respond with sensitivity
Creative and flexible approach to people and work

General

- The Operations Ministry Coordinator role is 2.5 days per week, the hours are flexible to fit around meetings and demands of the role and the hours that mutually suit the staff member and the role.
- Staff will have a church email address as a main point of contact and reimbursement of necessary expenses incurred as agreed.
- Staff will participate in fortnightly team meetings
- This role is answerable to the Pastors and includes meeting monthly for support and oversight.

Operations:

Liaising with and supporting Office Administrator to ensure smooth running of the office and church meetings. This includes but is not exclusive to:

Church Meetings

- Ensuring that paperwork, signs, and supplies necessary for Church meetings (including Sacred Space and Sunday Strolls) are produced, updated and provided at the appropriate time
- Support Pastors and Housegroup Leaders with Sunday meeting Powerpoint slides
- Oversee Sunday set up and update info sheets re 'how to...'
- Review and keep info box updated
- Communicate with Sunday venues re Bookings
- Organise Rota's for Housegroups to Set up Sunday meetings, Sacred Space and Sunday Strolls
- Oversee (but not take sole responsibility for) Health and Safety Risk assessments for venues
- Managing Eventbrite for any bookings relating to church meetings

General

- Explore grant funding or other fundraising to enable potential renovations, repairs and alterations to the Old Chemist to be completed.
- Dealing with enquiries from visitors regarding attending church and meeting people as appropriate
- Dealing with church member enquiries regarding meetings, timings etc
- Upkeep of the Church website including uploading sermons and sharing on Facebook
- Regular posting to SVC Family FB group
- Attend staff meeting fortnightly and produce minutes of these meetings

Ministry

- Helping to facilitate the overall running of the church and working as a team with the pastors
- Work with others to ensure content is created for Sunday Stroll and Sacred Space
- Implement/ run these events on occasion as part of a team/ rota
- Leading Sunday meetings on occasion as required
- Looking at areas of need in our church community and local community in liaison with the Pastors
- Be involved in one area of outreach ministry in the community or OC, for example, Basics bank, School work, Community Coffee morning/ Drop in
- Supporting Pastors with other activities that engage with the wider church in Southampton. These may include:
 - Representing the church within the city at meetings on occasion.
 - Visiting other churches/Christian organisations within the city.
- Alongside Pastors develop own area of ministry to be involved in for example Speaking at Church, setting up a Prayer group or Team, developing Prayer ministry.
- Assisting in the implementation of the vision, direction and focus of the church as agreed by the Leadership Team, assisting in gathering teams to serve this vision
- Taking time out to read, pray and worship God
- Praying for and seeking God for the church