



# Assistant Pastor - Operations

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## Details

Hours	Part time (15 hours a week including Sundays with flexibility during the week )
Position	Fixed-term (inc 3 month probationary period)
Salary	£31,000 pa (pro-rata)
Benefits	Employee Contribution Pension available.  28 days pro-rata including bank holiday, with additional discretionary leave at Christmas.
Reporting to	Lead Pastors
Reporting to you	Volunteer Sunday team leaders
Location	Milton Keynes
Closing Date	9:00am, 15th August 2025
Start Date	Subject to negotiation

## The Organisation

Garden City Vineyard was planted just over two years ago as a brand new church in Milton Keynes. It is led by Steve and Tammy Gee, experienced church leaders who also serve the wider Vineyard movement as Regional Leaders for the Midlands and East of England. We are affiliated to Vineyard Churches UK & Ireland and are members of the Evangelical Alliance UK.

## Role Summary

The Assistant Pastor – Operations - exists to help bring the vision of Garden City Vineyard to life by overseeing the practical, logistical, and operational life of the church. This role supports the

Lead Pastors and wider leadership by ensuring that our people, places, systems, and Sundays run smoothly. You'll combine pastoral sensitivity with strategic execution, servant-hearted leadership with an eye for detail — making it possible for ministry and community to flourish in a Spirit-led, Jesus-centred church.

This would be an ideal opportunity for someone graduating, for example from the Vineyard Leadership College, or someone with some church leadership experience discerning a first step into more vocational church leadership. It combines practical service, pastoral development, and leadership formation in a growing church family.

We recognise this is a part-time role, and may best suit someone who is able to find a second source of income or who is otherwise financially supported.

## Key Responsibilities

### Leadership & Vision Alignment:

- Help implement the vision and values of Garden City Vineyard in all operational areas.
- Attend and contribute to staff meetings, strategic planning, and leadership gatherings.
- Model and cultivate a culture of Kingdom humility, prayerful planning, and servant leadership.

### Sunday Operations:

- Oversee the logistics of Sunday gatherings, venue setup and set down, tech/sound, hospitality, welcome and health & safety.
- Identify, recruit, train, deploy, monitor and nurture key volunteers and teams to serve joyfully and reliably.
- Work with staff and team leads to troubleshoot issues, streamline flow, and create a welcoming environment each Sunday.
- Manage the church's relationship with landlords, venues and suppliers.
- Oversee maintenance, storage and set up/set down of equipment.

### Health, Safety & Risk:

- Take a lead on Health & Safety policy and implementation, including fire safety and first aid in alignment with all safeguarding policies and procedures.
- Liaise with the Safeguarding team and Pastors in regards to any safeguarding or pastoral issues that arise on a Sunday.
- Maintain risk assessments for all venues and events.
- Ensure compliance with statutory responsibilities for all staff/volunteer training.

### Systems & Administration:

- Maintain operational systems such as scheduling, calendars, compliance checklists, and venue bookings.
- Develop scalable processes for ministry operations and church events.

## Pastoral & Team Leadership:

- Provide light-touch pastoral care to Sunday teams and volunteers, by offering prayer and support.
- Develop and disciple team leaders in line with Garden City Vineyard's values.
- Supporting the Lead Pastors in the oversight of our City Groups (midweek small groups) and the integration of newcomers to the church, dealing with requests via our website or social media.

## Person Specification

### Essential:

- A committed follower of Jesus with a clear sense of calling to the local church.
- Willing to attend Garden City Vineyard as an active member of church
- Highly organised, reliable, and proactive, able to manage multiple priorities.
- Some experience leading volunteer teams or operational functions in church settings.
- Relationally warm, servant-hearted, and team-oriented.
- Willingness to do whatever it takes, from leading teams to moving chairs.
- Able to delegate work effectively to release other able volunteer leaders
- Able to attend the Vineyard Leaders Gathering and other National events when required.
- Comfortable using digital tools (e.g. email, calendars, Google Workspace, ChurchSuite).
- Flexible with a willingness to take on new areas of responsibility and oversight, at the request of your line manager, with a willingness to relinquish other roles as the staff team develops and responsibilities change.

### Desirable:

- Familiarity with the Vineyard movement ethos and ecclesiology.
- Experience with venue management and health & safety compliance.
- Pastoral gifting or experience in volunteer care and discipleship.
- A willingness to be trained in First Aid and/or Health & Safety.
- Driver's licence and access to a vehicle.

### Other requirements:

- Be willing to submit a DBS Check.
- Willing to work half a day on Sundays.

### Occupational Requirement:

As this role will require the successful applicant to promote the Christian values of Garden City Vineyard and provide individuals with Christian pastoral support, it is an Occupational Requirement that the successful candidate is a practicing Christian and can agree with our Statement of Faith and Ethos Statement.

# To Apply

Please send a CV and covering letter explaining why you're excited about this role to:  
steve.gee@gardencity.mk

Applications close: 9:00am, 15th August 2025.