

## **Croydon Vineyard - Services Overseer**

*16 hours a week 6 of which must be on Sundays from 7:45am-1:45pm. The other 10 hours can be worked flexibly across the week with some time in the Staff office and some remote working. Attendance at some evening and weekend meetings will be required. Pro-rata 5 weeks holiday a year in addition to bank holidays. Pension and other benefits are included. We would like this role to begin September 2025. Competitive salary.*

Croydon Vineyard has grown over the last 12 years from a small house church to a church of 500+ with 9 employed staff. We are looking to add a Services Overseer to our team. They will be responsible for coordinating and pastoring our volunteer teams across our services and for overseeing and ensuring our welcome and integration processes.

As a growing church where things are constantly changing, a can-do attitude is essential, as is the ability to cope with last minute changes or additions. For motivated staff members, additional developmental opportunities can be found and we would expect that the right person would really enjoy and be enriched by the role. Due to this role leading teams in our Sunday services, it is a requirement that the person is a Christian and understands and wants to work with Vineyard Values and Philosophy of Ministry.

The role will be responsible for the following:

### **Sunday Services Overseer**

- First in and last out of our Sunday venue to oversee the logistics of the services
- Recruiting, deploying and coaching the volunteer teams for all the logistics and hospitality teams
- Making the logistical arrangements to ensure that our welcome and integration systems work effectively, with every visitor receiving the radical welcome of the Kingdom and being connected into our church family quickly and efficiently.
- Working with our administrator and intern to managing stock of all signs, kit, information and food

## **Integration and Welcome**

- Overseeing our welcome information and running our integration processes so that people flow through into discipleship spaces and join teams
- Coordinating social gatherings and network events that will enable new people to quickly make connections in the church
- Working with the Design and Communications manager to draft and send out our newsletters and to ensure our website and social media posts are assisting with our integration and welcome processes and accurately representing the church.

## **Person Specification and experience**

- The person must be a Christian who supports Vineyard theology, values and philosophy of ministry and who will happily work in the staff team of a Vineyard church, taking part in Staff prayer and worship meetings.
- Proven experience of team leadership, recruiting people onto teams and coaching them
- Hard working and highly organised. Key parts of the work is taking responsibility to ensure monthly and weekly tasks are done accurately and on time, so it is essential that the person is detail oriented and reliable.
- A can-do attitude and being able to calmly cope with last minute changes will be important.
- Due to the confidentiality of data and sensitivity of information shared in the office, it is essential that the person can keep confidentiality.

## **How to apply**

Both a CV and a cover letter explaining why you would like the job should be sent to [tom@croydonvineyard.org.uk](mailto:tom@croydonvineyard.org.uk) before 5pm 8th August 2025. Interviews will be held 18th / 19th August.