

# **Services and events Coordinator: Job Description**

## **Job Description**

### **Main Purpose of the Job**

Ensuring that all the practical requirements of hosting church services (and other large church events) are reliably met, in a way which reflects the vision, values and priorities of the elders and complies with church policies.

**Reports to:** Operations Manager.

**Liases with:** Overseeing elders, church staff & volunteers, church attendees.

### **Main Tasks:**

Recruit, train and coordinate volunteers to ensure the practical delivery of regular church services and other occasional events (as requested by line manager), to include: unlocking/locking, fire safety, chair and other furniture setup, house lighting, heating & ventilation, communion, drinks,\* lunches (as required) and suppers, basic cleaning and tidying after services, being a first responder to practical problems arising.

### **Potential Future Development**

There may be the opportunity to take on further responsibilities, such as practical delivery of increasing numbers of church events (there may be the opportunity to increase the number of paid hours).

**Place of work:** Brickfields.

### **Limits of Authority:**

All exceptions to normal process are to be referred to the line manager.

### **Hours of Work:**

7 hours per week, averaged over the year (approximately:

- 3.5 hr: Working at an average of 1 Sunday service per week
- 0.5 hr: Service practicalities work outside of Sundays
- 1.5 hr: Working at/on other large church events
- 1.5 hr: Staff meetings, admin, etc.)

### **Annual Leave:**

The standard City Church annual paid leave allowance is 6.6 weeks including Bank Holidays. For those with Sunday as a normal working day, a maximum of 8 Sundays may be taken as leave in one year without the prior agreement of the line manager.

### **Remuneration:**

The salary range (reviewed annually in April) for a job of this level is £24,000-£27,000 pro rata (i.e. £4,480-5,040), subject to experience. City Church also offers an Employer's Pension Contribution into an approved pension scheme totalling 7% of gross salary.

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\* Communion and drinks currently have teams of volunteers with leaders in place.