

All Souls Church, Langham Place



2 All Souls Place, London W1B 3DA

Tel: 020 7580 3522

Website: www.allsouls.org

Growing an international community to reach a multicultural society for Christ

Job Advert: Church Assistant (Fixed term 12 months)

All Souls Today:

In the heart of London's West End, All Souls is a conservative evangelical Anglican church with a large and diverse congregation. We want God to use our rich inheritance, our exciting location and our diverse membership in the extension of His Kingdom. This is reflected in our church vision: growing an international community to reach a multicultural society for Christ.

All Souls welcomes over 2,000 people to its morning and evening services each Sunday, with a core membership of around 1,500. This membership is made up of around 60 nationalities and, whilst a significant group would be in their 20's and 30's, we have a wide spread across all age ranges, including active children's, youth and families work.

Part of the nature of being a church in the centre of a fast moving capital city is the constant turnover of the congregation. Within a three year period, perhaps as many as 70% of the congregation will have moved on. We see this as a great opportunity as people go from All Souls to many parts of the world. This presents challenges in terms of building teams of people equipped to serve the church body, and in terms of caring well for people pastorally and in looking after our buildings.

For further information about the whole range of All Souls activities, and the staff team, please refer to our website: www.allsouls.org

Role Summary:

- Take a leading role in the operation of Sunday services and a wide range of weekday parish events
- Study three specific areas of ministry and explore issues of Christian Faith
- Provide key support running and maintaining parish buildings and facilities

The Person:

- A committed Christian in total sympathy with the evangelical stance and mission of All Souls
- A hard worker with a servant heart
- Excellent interpersonal skills with the ability to communicate effectively both orally and in written communication.
- Excellent organizational skills with the ability to use initiative.
- An ability to handle pressurized situations with tact and wisdom.
- Flexibility and an ability to work as part of a team.
- Interested in seeing how a church works from the inside, perhaps with a view to taking on full time church work in the future.
- Interested in growing their understanding for the Bible and developing as a Christian disciple.

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Details of role:

Based in one of our comfortable one or two bedroom flats in the parish, and working shifts through the week the job requires a flexible attitude and willingness to turn your hand to range of practical and technical tasks across the parish as well as taking up scheduled studies with different ministries.

The Church Assistant programme is overseen by the Senior Associate Minister (Apprentices) along with two other ministry team members. Each CA also has their own 'mentor' to provide pastoral support during the year and begins with a month of intensive training.

Our team of six Church Assistants are at the heart of the staff team and will work with all members of the admin and ministry teams over the year. You will participate in a weekly staff prayer meeting weekly, as well as termly full staff prayer meetings, and in a typical week will be working in a number of different parish locations in support of parish ministries and operations.

Event support including:

Sundays: The most important day of the week at All Souls, Church Assistants set up the church and then are responsible for a wide range of support functions throughout the day as we host around 2000 members of the church family over four Sunday services.

Sunday shifts include a range of responsibilities under the direction of Churchwardens (or their designated representatives) including setting up, helping deal with incidents, assisting church family and ministers with the Sunday service schedule and clearing up.

Other Events: Setting up, supporting and taking down after regular and one-off events across the parish. This will require liaising closely with the Bookings Coordinator and other members of staff and working with those ministers, staff and church family who are leading events. Typically this includes responsibility for:

- Opening up a building
- Layout of tables, chairs, lecterns, setup and operation of PA, projectors, sound recording etc.
- Set up and supply (along with the Catering Manager) of meals and refreshments
- Welcoming and being on hand during an event, first response for incidents and accidents.
- Taking down equipment after the event
- Washing up and cleaning and closing up kitchens, lock up and alarm setting

Ministry placement & Training:

Working with a different ministry team each term including attending planning meetings and ministry events. Depending on the particular skills and experience of individuals there may be the opportunity to lead aspects of a ministry including running events, giving talks and leading trips. These placements will be included in your weekly shifts

You will also attend regular weekly training sessions covering both practical and theological topics run by a range of staff and church family.

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Buildings and facilities support:

This will involve working closely with the Buildings Department and Facilities Coordinator:

- Responsibility for opening up in the morning and checking and closing church buildings at night
- General cleaning duties (in support of the church cleaner) when required; this may include hoovering, cleaning and resupplying office kitchens, washrooms and toilets, cleaning exterior areas including jet washing, participating in church Spring clean programme.
- Cover Church cleaner shifts where necessary.
- General duties around the parish including resupply and restocking of offices, washrooms, toilets and staff kitchens. Emptying rubbish and recycling bins, handling of deliveries.
- In direct support of the overall buildings team Church Assistants will be responsible for various buildings maintenance tasks including; risk assessments and fire safety checks, maintaining repair logs. Where appropriate this may include minor repairs and replacement tasks.
- Be available to support staff with practical tasks around the building on a casual basis, including helping PCC members and serving partners with day to day requests for assistance

Terms:

You will work a five day 35hr week in shifts on a flexible roster system, with two days off per week. Shifts may include early mornings and will include weekend and evening shifts. Salary is £13,104 pa pending pay awards in April 2017.

Annual Leave is 25 days plus statutory bank holidays. All staff are paid monthly in arrears on the last Friday of the month. The role will involve working some shifts over Easter and Christmas.

Accommodation:

Subsidized accommodation, including council tax, utilities, phone, internet and water rates is provided in the heart of the parish in our own two bedroom shared or single bed flats.

Application process:

If this role is of interest to you please send the following to recruitment@allsouls.org or to:

Recruitment, All Souls Church, 2 All Souls Place, London, W1B 3DA

- A CV
- A completed application form (available from www.allsouls.org/vacancies)
- A letter explaining why the role is of interest to you

Application Dates:

Applications welcome until the end of April 2017

Interviews by arrangement

Anticipated start: around w/e 5th/6th August 2017

Anticipated end: around w/e 4th/5th August 2018