

All Souls Langham Place

Application Pack



Welcome to All Souls

Here at All Souls our mission is to grow an international community to reach a multicultural society for Christ.

We are a conservative evangelical Anglican church with a large and diverse congregation. Our parish is situated in the heart of London's West End, a stone's throw from Oxford Circus and next door to the BBC's headquarters at Broadcasting House.

We believe that God has placed us here in this strategic location because we have a part to play in his mission to reach the nations with the good news of salvation in Jesus. Each member of the staff team and the wider church family has a stake in our worship and witness. We are excited about what the Lord might do among us in the coming years.

Could he be calling you to join us for the next season of your life and ministry?

Hugh Palmer

Rector





All Souls in Context

The All Souls church building makes an impact on the view up Regent Street from Oxford Circus. We want the good news of Jesus to make an impact on our neighbourhood, our city, and our world.

Since the 1950s All Souls has been the breeding ground and incubator for innovative ministries. The **All Souls Clubhouse** is a church and community centre in Fitzrovia with ministries among school children and the elderly. **All Souls Music** develops world-class worship music resources including the annual Prom Praise concert at the Royal Albert Hall. **A.S.L.A.N.** is a ministry among the homeless people in our neighbourhood with over 500 serving volunteers.

We continue to have strong links with ministries that began life at All Souls. **Langham Partnership** now resources Bible teachers with literature and theological training in over 90 countries. The **London Institute for Contemporary Christianity** is still based in the parish: it empowers Christians and church leaders to make a difference for Christ in the whole of life. And **Christianity Explored**, still central to our evangelism at All Souls, is introducing people to the person of Jesus in over 100 countries.

All Souls Today



When you join the team at All Souls, you join the All Souls church family. We are united on the essential truths of the Christian faith and diverse in almost everything else!

Joining All Souls today means joining a family of **over 60 nationalities**. It means being a part of God's global mission, as we support **over 40 mission partners and projects** with £350,000+ of financial support each year (along with plenty of prayer). It means serving a **local church**, as we offer pastoral care and discipleship for one another and serve our local neighbourhood.

Joining All Souls today means **being transformed together** through our personal relationship with God in Jesus Christ, by the power of his Holy Spirit. It means **praying** for the church family and our mission. It means **listening to the Bible** as it is preached, and obeying what the Lord says to us in it.

Joining All Souls today means serving children, youth, students and adults. It means **servicing** men and women. Rich and poor. The hungry, the hurting. The wandering. The lost. It means serving brothers and sisters. It means serving God.

Joining All Souls today means being part of what God is doing among us and through us.

We would love you to join us as we pursue our mission of growing an international community to reach a multicultural society for Christ.

Job Advert

Church Assistant 2019-2020

(Fixed term 12 months)



Role Summary

Working on a 35 hour weekly shift basis, the 6 Church Assistants are a core part of the staff team whose participation in staff prayer groups and weekly team meetings is key in helping the team as a whole operate as an effective unit.

During the year you will:

- Spend a year worshipping at All Souls while studying three specific areas of ministry and exploring issues of Christian Faith. This includes training to preach at the 8am service.
- Provide support running and maintaining parish buildings and facilities.
- Support the practical running of, and where possible participate in Sunday services and weekday events.

Applicant Description

- A committed Christian in total sympathy with the evangelical stance and mission of All Souls
- A hard worker with a servant heart and a proven desire to learn more about working in a church
- Able to evidence a desire to grow an understanding of the Bible and develop as a disciple
- Able to join in with the Christian worship of the team at staff fellowship and other prayer meetings.
- Excellent interpersonal skills, able to communicate effectively both orally and in writing
- Excellent organizational skills with the ability to use initiative.
- An ability to handle pressure situations with tact and wisdom.
- Flexibility and an ability to work as part of a team.
- Interested in seeing how church works from the inside, perhaps with a view to full time church work.
- Ability to work sensitively with a multicultural staff team and church family.
- May bring experience of a global Christian background that helps support international members of the congregation

In accordance with the equality act 2010 there is a genuine occupational requirement that the post holder is a practicing Christian and we expect our Church Assistants to adhere to our values as a church.

Details of the role

Working shifts through the week and with all training provided the job requires a flexible attitude and willingness to turn your hand to range of practical and technical tasks across the parish alongside study with different ministries.

The Church Assistant programme is overseen by the Senior Associate Minister (Trainee Scheme) along with two other ministry team members. Each CA also has their own 'mentor' to provide pastoral support during the year. The team is supervised day to day by the Serving Partner and Events Coordinator.

Ministry Placement

Worshipping at All Souls for the year, Church Assistants will train 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. You will also attend regular weekly training sessions covering both practical and theological topics.

Event support

Sundays

The most important day of the week at All Souls, Church Assistants will set up the church under the supervision and support of their supervisor.

Sunday shifts include a range of responsibilities under the direction of Church Wardens (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 Events Coordinator and working with those ministers, staff and church family who are leading events. Rotas will be set a month in advance, and typical events include responsibility for:

- Opening up a building
- Layout of tables, chairs, lecterns, setup and operation of PA, projectors, sound recording etc.

- Set up and supply of tea, coffee, biscuits
- Welcoming and being on hand during an event
- Taking down equipment after the event
- Washing up and cleaning and closing up kitchens, lock up and alarm setting
- Acting as Fire Marshals and First Aiders (full training provided)

Buildings and facilities support including

- 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 staff and church family with practical tasks around the building on a casual basis
- Undertake other duties as required

Terms

You will work a five day 35 hr 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 £14,942 pa (pending pay awards in April 2019).

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/New Year.

Accommodation

Subsidised accommodation, including council tax, utilities, phone, internet and water rates is available 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 email the following to recruitment@allsouls.org or post 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 closing date: April 2019 (or when spaces filled)

Interviews by arrangement

Start date: weekend 3rd/4th August 2019

Anticipated end: around the weekend 10th-11th August 2020

DoO 15/3/18