

# All Souls Church, Langham Place



2 All Souls Place, London W1B 3DA

Tel: 020 7580 3522

Website: [www.allsouls.org](http://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 to use our rich inheritance, our exciting location and our diverse membership to cooperate with God 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 ([www.allsouls.org](http://www.allsouls.org)) 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.

### **Role Summary:**

Working on a 35 hr (full time) weekly shift basis the 6 Church Assistants are responsible for providing practical support for all parish activities through the year. You will also undertake ministry training and participate in staff prayer groups and meetings as key members of the staff team.

- Spend a year worshipping at All Souls while studying one specific area of ministry each term (one day per week) alongside your practical duties, 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 participate in, Sunday services and weekday events.

### **The Person:**

- A committed Christian in total sympathy with the evangelical stance and mission of All Souls.
- A hard worker with a servant heart.
- 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

## Details of role:

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

The Church Assistant programme is overseen by the Senior Minister (Ministry Trainees) 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 Events Team and Serving Partner 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.

Attend regular weekly training sessions covering both practical and theological topics

## Event support including -

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 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 Events Team and Serving Partner Coordinator and working with those ministers, staff and church family who are leading events. 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)

Rotas will be set a month in advance.

## 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

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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

*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.*

## **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 £14,942.20 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:**

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](mailto: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](http://www.allsouls.org/vacancies))
- A letter explaining why the role is of interest to you

## **Application Dates:**

- Applications welcome until the end of February 2019
- Interviews by arrangement
- Anticipated start: Weekend of 3rd/4th August 2019
- Anticipated end: Weekend 8th/9th August 2020