

Church Coordinator

Job Description

PURPOSE OF ROLE

The Church Coordinator serves at the heart of Kingsbridge Family Church's daily life – bringing management, administration, and an organisational grounding that enables ministry to thrive.

WORKING REQUIREMENTS

Hours	Part-time, 16 hours per week minimum. Fixed Term (view for permanent after 1 year). Flexible for occasional evenings/weekends (as mutually agreed)
Hourly Rate	£14.50ph
Holidays	Bank Holidays and 25 days annual leave pro-rata
Location & Equipment	Church office (Laptop provided)
Line Manager	Pastor
Direct Reports	Cleaner, Welcome Team, Refreshments Team, Duty Stewards, Groups
Probation & Notice	6 months probation (1 week notice). Post-probation requires 4 weeks' notice.
Compliance	References and an Enhanced DBS check are required

WHAT WE'RE LOOKING FOR

Person Specification & Expectations

- A real relationship with Jesus, actively seeking a deeper relationship with Him
- An excellent personal and conversational manner, and a warm, welcoming character
- A person of honesty and integrity, able to work respectfully and confidentially
- An open heart and a 'can do' attitude
- Works within KFC's values and cooperatively across the organisation
- There is a genuine occupational requirement that the post holder be a practising Christian
- Receives professional review and development through honest and ongoing feedback with the Leadership Team on a regular basis, with an annual evaluation of the role
- Participates in ongoing professional development and fulfils any training requirements agreed with the Leadership Team
- Attends Kingsbridge Family Church and weekly staff meetings

Skills & Experience

- Administrative skills and experience required
- IT skills, including word processing, management software, Excel, PowerPoint etc.
- Ability to work alone, setting priorities and using initiative
- Ability to deal with difficult personalities and circumstances appropriately, with sensitivity and confidentiality
- Ability to work as part of a team and to encourage and work well with volunteers
- Excellent time management skills with ability to prioritise workload

● RESPONSIBILITIES



Daily & Weekly Tasks

- **Office Management:** Act as the face of the KFC office by answering the phone, welcoming visitors, and handling post and emails promptly.
- **Building Operations:** Manage daily building use, diaries, locking rotas, key safes, deliveries, refuse collections, and general tidiness.
- **Communications:** Maintain the church website, social media, noticeboards, and database ensuring GDPR compliant. Oversee and print weekly publicity.
- **Team & Sunday Coordination:** Set and communicate volunteer rotas using church software. Oversee kitchen use and ensure the building is ready for Sundays.



Annual & Seasonal Tasks

- **Calendar Planning:** Create and coordinate the annual church master calendar alongside the Leadership Team.
- **Strategic Event Planning:** Manage the administration, publicity, and volunteer coverage for major seasonal services (Christmas, Easter, Summer).
- **Compliance & Policy Reviews:** Conduct annual reviews of Health & Safety and Safeguarding policies. Handle Baptist Union and Charity Commission annual reports.



As-Required (Ad-Hoc) Tasks

- **Life Events:** Administer and coordinate weddings, funerals, and baptisms.
- **Recruitment & Safeguarding:** Act as Safeguarding Recruiter, managing structured recruitment and EVerify ID checks for new staff or volunteers.
- **Maintenance & Utilities:** Coordinate repairs with the volunteer maintenance team, source quotes, and manage contracts (insurance, utilities, licences).
- **Visiting Speaker Liaison:** Coordinate accommodation, parking, and honorariums for visiting speakers.
- **Special Projects:** Provide administrative support for Church Meetings, Alpha courses, and ad-hoc projects.