

CGBC Church Facilitator - Personal Skills

ESSENTIAL SKILLS

Personal Characteristics

- Good time keeping and allocation skills
- Able to organise and prioritise work well
- Ability to work as part of a team in an environment of paid and volunteer workers
- Ability to work unsupervised and on their own initiative
- Ability to respect confidentiality

Interpersonal Skills

- Approachable and friendly, having experience of dealing with the public face to face
- Able to liaise with Ministers and Senior Management team and contribute to a supportive and open team dynamic
- Have a good pastoral manner along with the ability to identify when there is a need to refer the person to the Ministers or pastoral care team.

Information Technology

- Experience of using IT systems, particularly those using MS Windows
- Experience in using MS Office including word processing, power point, excel, access and Outlook
- Experience in using Google Calendar
- Experience in using Facebook and Twitter

DESIRABLE SKILLS

- A creative ability to use MS Powerpoint, Publisher or other software to generate posters and flyers for church events and groups
- Ability to work with IT systems and solve basic issues without external support
- Ability to update church Facebook page and website with relevant information
- Ability to set up audio-visual display equipment
- General level of fitness to allow walking around the building and support to groups as needed in laying out chairs and equipment

CGBC Church Facilitator - Operational Tasks

The following is a list of roles for which the Church Facilitator is responsible. This list is not exhaustive:

Conducting ROUTINE JOBS for the church, as follows:

Daily

- Check outside postbox and internal Facilitator postbox
- Check for messages on answering machine
- Go through emails on Outlook and respond as relevant

Weekly

- Filing and shredding sensitive information
- Backing-up laptop
- Send Sunday Notice Sheet etc round, by email
- Updating Ministers whereabouts on 'Time Tree'
- Completing Song Pro and CCLI online reporting
- Distributing orders of service throughout worship space
- Changing outside posters
- Sharing in team prayer time

Monthly

- Creating and distributing Signpost
- Attending Church Core Leadership meetings
- Collating and distributing material for Deacons Meetings

Bi-monthly

- Creating and distributing the Sunday Term Card
- Collating and distributing material for Church Meetings
- Taking minutes of Church Meetings

Termly

- Ensuring rotas for all groups have been created and emailed to those concerned
- Updating the church calendar with all groups and events
- Ensuring the Church First Aid kits are fully equipped

Yearly

- Putting dates for Church and Deacons meetings into church calendar
- Preparing Baptist Union Annual Return

In addition to the above routine jobs, below is a list of other **NON-ROUTINE, ONGOING AND AD-HOC JOBS** that occur. Again, this is not exhaustive:

- Dealing with telephone, email, face-to-face and Facebook enquiries
- Being the contact and administrator for the hiring of Church premises
- Liaising with external bodies / outside agencies as and when required

- Undertaking training as necessary (admin and IT skills, safeguarding, data protection etc)

- Liaising with group leaders regarding various issues as needed
- Ensuring that DBS checks are all completed and up-to-date

- Ordering supplies
- Managing photocopier rental and supplies
- Updating the Church website
- Updating and clearing Notice boards and Display Stands
- Supporting church events (creating publicity, sign-up sheets etc)

- Maintaining the Church Database
- Revising the Church Directory
- Revising the Church Prayer Diary
- Supporting GDPR compliance

- Arranging for rubbish and recycling to be collected
- Supporting the fabric team in monitoring the car park, and challenging unauthorised parking.
- Facilitating access by contractors to building as required by Fabric team
- Updating the Church's heating programme