

A charity registered in England and Wales (number 1126351)

225 Baldwins Lane, Croxley Green WD3 3LH
Church Office : 01923 710780 Email : office@croxleybaptist.co.uk
Website : www.croxleybaptist.co.uk

CHURCH FACILITATOR POSITION

Location : Croxley Green Baptist Church **Responsible to** : Senior Minister

Hours : **Core** : 15 hours per week, 0900-1200 Monday - Friday

*There may be some requirement for occasional Saturday or evening working,
when time off-in lieu will be allowed*

*If requested, consideration may be given to term-time only working with an pro-rata
increase in hours worked during school term time*

Hourly Rate of Pay : £9 per hr (£7020 pa)

Pension : Yes, if desired.

Annual Leave : 25 days plus Bank Holidays - 2 weeks to be taken in school summer holidays

Anticipated Start Date : January 2019

Croxley Green Baptist Church is part of the Baptist Together movement of Churches in the United Kingdom. A community orientated church located in sub-urban outer London between Watford and Rickmansworth. There is a team of three full-time ministers - Senior Minister, Associate Minister (Children and Young People), Associate Minister (Pastoral Care and Families) - who work alongside a volunteer team to encourage the sharing of the life of Jesus among the members and friends of the church, into Croxley Green and beyond. It has good links with the local community, schools and works in partnership with other churches in Croxley Green in sharing Jesus with others and in providing a Parish Nurse for the community.

We are seeking to appoint a Church Facilitator to support the ministry and mission of the church. The role would:

- Be based on the church premises each morning
- Be outward facing, providing a welcome and initial point of contact for those visiting the church premises for various activities across the week.
- Work alongside and provide support to the ministry and wider leadership team of the church, as well as the wider life of the church.
- On occasion, alongside the ministry team and other volunteers, assist with laying out of chairs and tables.

Good IT skills are essential, together with an ability to work as part of a team along with good interpersonal skills and pastoral manner.

This position has an operational requirement that the person appointed must be a practising committed Christian in sympathy with the Baptist Together vision of "Growing healthy churches in relationship for God's mission". An understanding of Baptist structures, ethos and practice would also be helpful.

There may be some requirement for liaison with leaders and members of the church on Sunday morning outside of working hours.

For more information including a detailed job description, essential skills, church ethos and values statements please **contact the Senior Minister, Rev Dr David Gregory** using the phone number or email above or download them from the link on the church website.

Closing date for applications is 23rd November 2018. Shortlisting will take place on 27th November 2018 and interviews will be on 5th December 2018.