



Recruitment Pack Building & Premises Assistant - Sundays

Vicar's Introduction

We're delighted that you're reading the recruitment pack for the Building & Premises Assistant – Weekends position at St John's Church. We hope that as you read the document, you'll catch a sense of the vision and purpose of the church, some understanding of where we are in our story, and an idea of what we're looking for as we recruit a new member of our staff leadership team. We hope that you will be excited by both the challenges, but also the opportunities afforded by the role, and that as you pray about whether God is calling you to apply, you will discern his call in your life. We've been praying already for several months for whoever the Lord is calling to join us – and that could be you!

Revd Graham Hunter
Vicar

Vision & Purpose

The vision of St John's Church is to be 'a beacon of hope for Hoxton'.

Our aim is that women, men and children of all ages, every ethnicity, every nationality and cultural background might experience what it means to be 'reconciled to God in Christ' (2 Cor. 5:19).

Everything we do as a church is to this end, and is expressed in our mission statement:

Worship God | Make Disciples | Share Jesus | Transform Hoxton



Mission

Our approach to mission can be summarised by four activity headings: Worship God | Make Disciples | Share Jesus | Transform Hoxton. We aim to ensure that all of our activities and resources are aligned with enabling these core priorities.

Our strategic plan for this mission is expressed in our Mission Action Plan 2016-2021 in which we have articulated ambitious goals in relation to congregational growth and site redevelopment. We recognise that the work required to make the vision a reality will be hard and costly – and we seek to recruit people to our team who thrive in exciting and challenging environments where mission and ministry can be reimaged and developed in innovative ways.

Values

Rooted

- We are confidently Christian: focused on prayer and worship, we are attentive to the voice of God in Scripture and work within the inherited structures of the Church of England.
- We are committed to loving and serving Hoxton and being ambassadors of the kingdom of God.
- We are rooted in our relationships to the wider church: within our parish and diocese but also with Christians from other traditions. We will honour their gifts, and humbly seek to work and learn together.

Relational

- We are committed to sharing life with all its ups and downs – rejoicing together and weeping together.
- We want fun, food and friendship to be hallmarks of our church, and hospitality a fundamental part of our corporate life.
- We want to embrace the great diversity of people in our neighbourhood.

Responsive

- We're responsive to the changing shape of our church and neighbourhood, and we continually adapt our mission and ministry to reflect the context. We're happy to experiment creatively, and we recognise that fruitfulness does not always mean short-term visible outcomes.
- We want to ensure our compassionate ministry addresses real local needs.
- We want our church ministries to express the variety of our members' gifts and vocations – not fit people into a predetermined model.

Risk-Taking

- We trust in a God who is able to do 'immeasurably more' than we can ask or imagine – this has been our experience over the past years.
- We will be attentive to the voice of the Spirit, and willing to step out in faith
- We will not shy away from making changes if we believe that God is calling us into something new.



Workplace Culture

We are developing a professional while also relational working environment. We expect ministry leaders – whether paid staff or volunteers – to lead others by example. We expect our team to work diligently, efficiently and attentively in their areas of responsibility. We expect that team members will honour their commitments to other members of the ministry team as well as members of the wider church by behaving in accordance with our code of conduct.

We are a developing and growing church, and we foster an entrepreneurial approach to ministry. Although we plan our work carefully, we also experiment and evaluate. We care about measuring outcomes and fruitfulness, but we're more concerned with ensuring that our inputs are carefully considered and applied. We commend effort more than attainment. But we also use quarterly and annual work plans as well as 'Key Performance Indicators' to help direct and evaluate our work.

L-O-R-D

'Whatever you do, work at it with all your heart, as working for the Lord, not for human masters... It is the Lord Christ you are serving' (Colossians 3:23-24)

All our work in mission and ministry falls into four main categories. It's not an exhaustive list of duties, but it should remind you of different areas of your work – even those you may not instinctively warm to! It should help you keep a balance in your work between the practical and administrative side of ministry and the inter-personal and up-front aspect of ministry.

<p>Lead</p> <p>Demonstrate Godly character, kingdom values and reflect Christ's love. Show 'best-practice' in your area of ministry that others may observe and imitate in personal interactions, teaching, planning, or pastoral care.</p>	<p>Organise</p> <p>Take responsibility for the practical administration of your programme area. Ensure good communication and preparation enables effective ministry.</p>
<p>Resource</p> <p>Assess the material, financial, practical and human resources needed for the ministry to flourish and set about attaining them.</p>	<p>Develop</p> <p>Always look to train others in your area of ministry, passing on to future leaders the experience you have gained. Keep on learning: develop yourself and others.</p>



Purpose & Story of Position

The principle purpose of this position is to ensure that all the 'front-of-house' operations pertaining to Sunday morning services run smoothly. This includes opening up the church and ensuring it is in good condition for services, but also involves acting as a sort of 'sweeper' in assisting with any area of need during a Sunday service. It is not to replace staff or volunteer roles, but to offer consistent support to ministry teams. The successful candidate(s) will be organised, responsible and hard-working; and also personable, friendly and eager to serve.

The successful candidate(s) will get extensive experience in the operations of a busy inner-city church, as well as training and support in developing new skills. They will develop leadership skills and character as they serve in both practical ways and also support the growth in discipleship of church members.

Main Responsibilities

1. Premises

- Opening / closing the building for Sunday services, checking lights and toilets
- Moving furniture and cleaning as required
- Responding to particular premises needs
- Acting as Fire Marshall / Health & Safety Officer on behalf of Building & Premises Manager
- Tidying and vacuuming the church after the morning services
- Setting the church for the evening service after the morning services

2. Services Support

- Acting as the 'responsible person' at the main entrance of church, resolving situations that might arise.
- Assisting the Welcome / Hospitality Teams as required
- Assisting the AV team as required
- Assisting the Clergy / Services Leaders as required

3. Children & Youth Support

- Setting up / packing away Child Check-In resources
- Setting up / packing away Creche resources
- Assisting the Children & Youth Teams as required – including setting up / tidying group spaces, and assisting group leaders, and occasionally leading groups.
- Assisting with set-up and packdown of monthly All-Age Worship services

4. Events Team

- Occasional additional work to support premises hires and events.

NB: There will be periods of time during the worship services when general duties can be performed – according to gifts and preferences, these could be premises related, or children's ministry support.



Person Specification	
Essential	Desirable
<ul style="list-style-type: none"> • High sense of responsibility • Punctual and attentive to detail • Clear commitment to following Christ, and a 'servant-heart' approach to church life • Physically fit and strong – able to move furniture and equipment • Able to learn computer software packages quickly and accurately 	<ul style="list-style-type: none"> • Experience of ProPresenter presentation software • Experience of ChurchSuite database software • Experience of AV systems and sound engineering • Experience in leading children or youth groups

Role Description Summary	
Title	Building & Premises Assistant - Sundays
Responsible For	Front of House Operations at Sunday morning services
Accountable To	Vicar & Churchwardens; Building & Premises Manager
Paid / Volunteer	Paid – LLW (£10.55 ph)
Usual Working Hours	6 hours – Sundays 8am-2pm
Term	12 month contract (Subject to 3-month probationary period)
Application Process	<p>To apply:</p> <ol style="list-style-type: none"> 1. Contact Revd Caroline Taylor if you require further information. 2. Complete the online Employment Application Form on our website – www.stjohnshoxton.org.uk/about-us/team. 3. Email the names and contact details of two people from whom we may seek a reference to Revd Caroline Taylor caroline@stjohnshoxton.org.uk. Please ensure you give names of people who can offer feedback on both your character and suitability for the role and also any technical skills or training required by the role. <p>Shortlisted candidates will be invited for an interview with the Building & Premises Manager and the Curate. Employment will be subject to an Enhanced DBS Disclosure.</p>
Other Information	<ol style="list-style-type: none"> 1. St John's Hoxton is a Church of England parish church in the Diocese of London and a member of the HTB Network of churches. We are committed to the doctrines of the Christian faith as expressed in the worship and doctrine of the Church of England.

