

Our Vision - 'All for Jesus'

Job Description – Church Assistant (fixed term, one year)

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 seek 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 welcomes a total of over 1,500 people to its morning and evening services each Sunday, with a core membership of around 1,200. 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 student, children, youth and families work.

Part of the nature of being a church in the centre of a fast-moving capital city is the constant turnover of the congregation. Within a three year period, perhaps as many as 70% of the congregation will have moved on. We see this as a great opportunity, as people go from All Souls to many parts of the world. However, it also presents challenges in both building teams of people equipped to serve the church body and caring well for people pastorally.

For further information about the whole range of All Souls activities and the staff team, please refer to our website: www.allsouls.org

Role Outline

Job Title:	Church Assistant
Contract:	1 year fixed term: August 15th 2022 to August 7th 2023
Salary:	£17,290.00 with subsidised housing in the parish
Location:	Parish of All Souls Langham Place
Hours:	Full time, 35 hours per week in shifts, including weekend and evening shifts
Department:	Administration
Reports to:	CA & Event Coordinator
Annual Leave:	25 days plus statutory bank holidays

Key Relationships:

- CA and Events Coordinator



- All Souls ministers who run events
- Church family

Job Summary

Working on a 35 hr (full time) weekly shift basis the team of six 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 alongside your practical duties, and exploring issues of Christian Faith.
- Provide support running and maintaining parish buildings and facilities.
- Support the practical running of, and participate in, Sunday services and weekday events.

The Person

We are looking for someone who is:

- A committed Christian in sympathy with the evangelical stance and mission of All Souls.
- A hard worker with a servant heart.
- Prepared to undertake a wide range of physically demanding work.
- 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.
- Ability to work sensitively with a multicultural staff team and church family.
- Can bring their own Christian experiences and background (local or global) to help support a diverse and international 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 is provided at the start of the year.

Ministry placement:

The team is supervised by the CA and Event Coordinator, part of the Admin Team, with additional support from the ministry team. Each CA also has their own 'mentor' to provide pastoral support during the year.

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 helping to lead trips.

Church Assistants also 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 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.
- 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)

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 cleaners) when required; this may include hoovering, cleaning and resupplying office kitchens, washrooms and toilets, cleaning exterior areas 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.



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: £17,290.00 with subsidised housing in the parish.

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 shared or single bed flats.

Application

If this role is of interest to you please send the following to recruitment@allsouls.org (or by mail to; Recruitment, All Souls Church, 2 All Souls Place, London, W1B 3DA):

- A CV
- A completed application form
- A covering letter of not more than two sides of A4 explaining why the role is of interest to you and how you meet the person spec

Application closure:

- As soon as possible

Start date:

- Monday 15th August

There is an occupational requirement that the job-holder is a Christian under Part 1 of Schedule 9 to the Equality Act 2010.

Safeguarding: conditional offers will be made pending the successful completion of an enhanced DBS check which will be processed by All Souls

