



LIFE CHURCH, Bedworth – Operations Pastor

- Salary: £24,000-£28,000 (depending upon experience), with employer pension
- Full Time 37.5 hours - requires some evening and weekend work
- Permanent position, subject to a satisfactory DBS check & 6-month probationary period
- Reports to: Lead Pastor and Management Team

Information & Description

Life Church is a vibrant Christian community located in Bedworth with a desire to serve the wider borough of Nuneaton & Bedworth.

The church has been established for over 40 years and is part of Assemblies of God GB, which in turn is part of the largest Pentecostal denomination in the world. Life Church presently has a congregation of around 300 people meeting each Sunday with a wide variety of different ministries reaching many in the surrounding communities throughout the week. We aim to create a culture underpinned by the following values:

- We Praise Passionately
- We Serve Selflessly
- We Forgive Freely
- We Go Gladly
- We Give Generously
- We Love Limitlessly
- We Pray Persistently

As we move into a new and exciting season of growth and development under new leadership, we are looking for an organised, motivated and spiritually mature individual to bring strength and health to our church operations. If you are passionate about the local church and enjoy working collaboratively with others, then this may be the job for you. You will need to have relevant operational and leadership experience, be motivated to start and finish tasks and get your hands dirty with some of the practical sides of church life!

In return for your passion and hard work we will ensure you are both cared for and developed as a person, being part of a team that is seeking to make a real difference in people's lives in the North Warwickshire and beyond.

This role carries an Occupational Requirement for the applicant to be an active Christian, fully able to adhere to the vision and values of Life Church and willing and able to engage with the spiritual life of the church.

Please see below for more detailed requirements and responsibilities.

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Applications need to be received by **Sunday 19th May 2019** and will then be subject to an initial paper sift. If successful at paper sift, applicants will be invited to an interview to be held week commencing 28th May 2019.

To Apply

To apply, please email ejackson@lifechurch.eu for an application form and return it with your CV and a covering letter.

Or, alternatively you can post them to Eileen Jackson at *Life Church, Bulkington Road, Bedworth, Warwickshire, CV12 9DG*

Requirements

The Operations Pastor:

1. Should have a vibrant, growing personal relationship with Jesus Christ, illustrated by engagement and love for the local church and its members.
2. Must have a proven track record of effective leadership, wisdom, and personal integrity. If married, this person must have a healthy marriage and strong commitment to their family based on the qualities of a pastor/elder found in 1 Timothy 3:1-7.
3. Must display sound financial attitudes and practices marked by consistent giving to the Lord's work and His church.
4. Should be experienced in people and systems management, administration or a related field.
5. Must have a sincere shepherd's heart with a desire to care for and develop people.
6. Must have the proven capacity to manage individuals and teams successfully, displaying clear gifting in the areas of administration and leadership.
7. Must be given to strategic planning and strategic foresight so as to help lead the church to reach its full potential.
8. Must intentionally seek to develop healthy, positive relationships with each person they work alongside.
9. Must be willing to submit to leadership, welcome accountability and commit to open and honest communication.
10. Should be knowledgeable and able to function in the latest modes of technology, possessing excellent communication skills. Due to exposure to sensitive information, the Operations Pastor must not be given to gossip.

Areas of Responsibility

1. Manage and improve our operational systems and processes including ChurchSuite, Trello, Google Drive, calendars and others.
2. Ensure the church is fully compliant in all areas required by charity law.
3. Work with the Lead Pastor, Management and Finance teams to develop annual budgets and financial plans that fund the accomplishment and protect the longevity of the vision.
4. Manage all properties, land and equipment owned by the church.
5. Provide operational oversight to all staff and line management to allocated staff members.

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6. Ensure effective IT systems and software are in place and available to staff.
7. Facilitate the setting of the annual church calendar.
8. Be responsible for the smooth running of all services, events and ministries, including overseeing volunteer teams and compliance to HSE requirements.
9. Oversee all communications, both internal and external.
10. Ensure correct policies and procedures are in place and are regularly reviewed, as required by relevant statutory bodies.
11. Identify and implement training needs in line with policies and procedures.
12. Order any required resource or equipment and manage stock accordingly.

NOTE: Employee may perform other related duties as required to meet the ongoing needs of the church