

# WE ARE HIRING

*Administrator/  
Vicar's PA*

We are looking for a **skilled organiser** to join our team – someone who is happy to be at the heart of the church, supporting the Vicar directly, and who is as professional as they are deeply spiritual. This is more than an administration role – we see this as a calling, to join a community dedicated to Welcoming people Home into the radical, life-changing, saving love of Jesus.



Send your CV and application form to  
[hrteam@christchurchw4.com](mailto:hrteam@christchurchw4.com)

For more information:  
[www.christchurchw4.com](http://www.christchurchw4.com)

# LETTER FROM OUR LEADERS

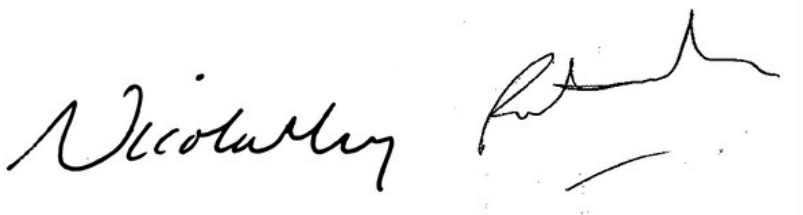
Dear Candidate,

Thank you for your interest in Christ Church W4. We are a multi-site church with a mission at an exciting stage in our development. We're looking for someone who can be the pulse taker for the beating heart of the church. They will love God and his church, be efficient, relational, love 'ad-ministry', and delight in finding simple ways to solve problems. You will get to be part of an inspirational worshipping community and, among other things, help steer the usage of our new building development at our St Alban's Site (project due to start 2026).

As part of our staff team you will be a prayerful person who knows how to partner with God in ministry and can combine a reliance on the Holy Spirit with first-rate professional skills.

If this appeals to you, and you have the combination of skills and character needed for this role, then we would love to hear from you. We look forward to meeting you.

**Reverends Nicola and Richard Moy**

The image shows two handwritten signatures in black ink. The signature on the left is 'Nicola Moy' and the signature on the right is 'Richard Moy'. They are positioned side-by-side.



# INTRODUCTION TO CHRIST CHURCH W4

## Our Vision

Our **'Welcome Home'** vision statement reflects our desire to help call people back into God's loving embrace:

### **Welcome Home:**

*We exist to welcome each other home into God's radical, life changing, saving love. To worship and enjoy God; being shaped, revived, challenged and nurtured. To be sent out joining God in great creative adventures which renew all things and call each other home.*

We want to see local people confident that they are **loved, accepted, and valued** by the living God their Father – and know that for many that will take a series of life changing encounters with Christ and his people. This journey often begins with an encounter with our Administration and Operations Team – be it an email or phone enquiry, a room booking, or a visit to one of the many events we host in our buildings – from anonymous groups to our Repair Cafe or toddler groups. How this team represents the church and our God-given mission makes all the difference to these pilgrimages into the freedom that comes from being welcomed home by Christ to our heavenly Father.

We want to enable all our people to be part of a **prophetic movement of disciples making disciples, joining God in transforming Chiswick, London, and the World**. As our values outline we do this as Bible based, Spirit-filled people who are loved by the Father and called by the Son. We try to be realistic, humble, heading for wholeness and we love a good party! (Read more about our vision and the values here: [www.christchurchw4.com/aboutus](http://www.christchurchw4.com/aboutus)).

If you read this and find it resonates with you we would be delighted to hear from you. Come and help shape a movement and find purpose as you do so.

# HISTORY OF THE CHURCH

Christ Church W4 is a charismatic and evangelical Church of England parish church with sites at **Christ Church Turnham Green, St Alban's Acton Green and the Mission Hall.**

Pastor

There is great diversity across these sites, with all ages involved in the worship and community life of the church. Children and young people are encouraged to live life in all its fullness and minister to the church family and wider community.

On Sundays there are three gatherings – **9.30am at Christ Church, 10.30am at St Alban's and 6.00pm at Christ Church.** There is also a **midweek communion service** at Christ Church on Thursdays which also serves as a time for staff to worship together.

We are active throughout the week with hundreds of people engaging with our Sunday services and midweek provision of dedicated groups for children, youth, and seniors. Many also use our buildings for hired purposes, and this has become a significant income stream with potential still for more development.

Christ Church Turnham Green was once a church threatened with closure, but thanks to the tenacious prayers and practice of those who felt called to join the congregations developed into a lively church, enjoying a very successful reordering in 2000. In 2012 the congregation of Acton Green Church at The Mission Hall voted to join us, and in 2014 we began the journey of bringing St Alban's Acton Green back to life.

St Alban's was de-consecrated in 2000 and was scheduled to be sold and converted into flats. But after a campaign by the local community, it was saved in 2014. Since then, Christ Church W4 has brought St Alban's back to life with the installation of a new roof, heating system, toilets, stage, new audio-visual system, restored flooring and a 24/7 Prayer Chapel. The next stage of our development is heading towards achieving planning permission, ably led by our Development Group and will be a £3.5million overall project seeing the renovation of the area currently occupied by redundant huts and linking that to the church itself. This is key to the church's development and will provide space for Sunday School, staff and a lot of mid-week activity and outreach.

The church is well-resourced with people and finances, with finances derived from donations, grants, rental and trading income. We have several operational committees led by well-qualified lay volunteers handling HR, Fabric, Finance and Audit, and Development, all of which report to our Parish Church Council and Standing Committee. A key addition in 2025 will be Fundraising as we build on our current designated reserves of £0.83m to fund the St Alban's development, through direct fundraising alongside a well worked up business plan.

Over the past decade the Operational side of Christ Church W4 has developed considerably and with the new build will become even more significant. From one part-time Parish Administrator working directly with the Vicar, we've grown a diverse staff team, including an Operations Team that we are taking the opportunity to restructure and to future-proof, following the planned retirement of our Ministry Operations Manager in December 2024.





# ROLE PROFILE

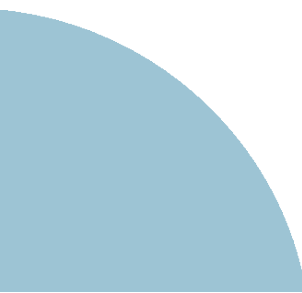
We are looking for a confident, experienced, grounded Christian administrator who understands that administration/operations is a key ministry in the church, and who can navigate the intricacies of church life with the right balance of excellent communication, influencing skills, diplomacy, and assertiveness.

We see operational oversight and administration generally as key ministry in the life of the church and the right candidate is likely to see this as a spiritual act of service as well as a job to be done capably and well. As in Acts 6:3 this is a role for someone 'well respected, full of the Holy Spirit and wisdom'.

The church Administrator and Vicar's PA will be right at the heart of the church, supporting the Vicar directly. We already have a Facilities Operations Manager in place and so this role is released to focus on the administrative aspects of the church.

This Administrator will be the unseen hero who holds church life together and enables others to step out, flourish and grow. They will spot the new people and help them to find ways to connect, serve and belong. They will help the Vicar communicate well, see trends and make interventions where necessary. They will get on with the nuts and bolts of routine work knowing that each person they email, rota, phone or write to is part of the bigger story of what God is doing at Christ Church W4. They are on a mission.

It will not be an easy role, but it is a rewarding and key one. There are times in the year when it will get busy, alongside quieter times in the church calendar. There will be many occasions when you will know that you've made a key difference in someone's life and journey to God. This is one of the most important roles in our church.



# MAIN RESPONSIBILITIES

## 1. Services Administration

- Use ChurchSuite for recruiting and reminding people on service leading, reading, interceding, communion minister, welcome and refreshment teams for each of the Sunday services, in conjunction with clergy and others as required.
- Ensure any training necessary is provided for the above people.
- Publicise the rota for these roles via ChurchSuite.
- Utilise the Church Suite programme for church service organisation.
- Ensure a detailed 'running order' for each of the Sunday services is produced and instructions are ready for the service leader and duty coordinator.
- Produce the weekly/monthly notice sheet and ensure study notes are produced and distributed.
- Recruit additional duty coordinators, stewards and welcome teams for extra services (seasonal) and any special activities (e.g. cleaning days, Christmas decorations etc.) as required.
- Produce and print service leaflets and organise additional requirements (e.g. purchase of children's bibles, Mother's Day flowers) for any special services as required (e.g. Confirmation, Remembrance, Carol service, Archdeacon's Visitation, etc.).
- Ensure communion and other necessities for services are supplied and in stock.
- Maintain oversight of all bookings through close liaison with Facilities Manager to ensure that there are no clashes between externally booked events and church services events.

## 2. Church Membership

- Act as Welcome secretary and manage Newcomers' process (using ChurchSuite) to ensure that everyone is welcomed, invited to Newcomers events and recruit into serving roles in church, liaising with clergy and welcoming teams as required
- Ensure newcomers events are diarised regularly and publicised.
- Update the church membership address list and electoral roll on ChurchSuite as required.
- Manage the Electoral Roll to ensure returns are made to the diocese and newcomers are integrated into the life of the church.
- Ensure a regular supply of 'Welcome packs' and Visitors leaflets are available at all sites.
- Help oversee events where church members are recognised and thanked for their contributions.
- Support the administration of Parish Weekends as required.

## 3. Office Administration

- Act as first point of contact for phone enquiries for clergy and service enquiries and ensure that they are responded to efficiently.
- Manage incoming correspondence (email and letters).
- Organise and maintain filing and record keeping (electronic – google docs, paper-based).

# MAIN RESPONSIBILITIES CONT.

- Ensure Office Operations Manual is kept up to date.
- Keep the office in good order.
- Co-ordinate the ordering of office, catering and other supplies.
- Manage and coordinate for our IT needs – outsourcing where necessary, using volunteers and ensuring the website is maintained, computers are registered and well kept. This may involve recruiting volunteer or paid workers where we have gaps.

## **4. Pastoral Administration**

- Deal with requests for Baptisms, Weddings, confirmations and funerals.
- Manage production of booklets for occasional services and maintain stocks of all service booklets.
- Maintain stocks of welcome cards, welcome packs, gift aid forms, standing order forms.
- Liaise with the church wardens regarding submitting records to archiving as required.
- Prepare all documentation for weddings, baptisms and funerals (including organisation of banns, local authority and diocese returns), taking wedding documentation to the local authority as required, and liaising with all relevant parties for the event.

## **5. Parish Business**

- Provide administrative and PA support to the Vicar.
- Provide administrative support to the Church Wardens and PCC Secretary as required.
- Coordinate the production of the Annual Report, obtaining contributions from relevant people and compiling the report.
- Assist in the arrangement for the Annual Parochial Church Meeting and PCC meetings as required.
- Prepare returns to the Diocese regarding church statistics.
- Manage the entries onto the diocesan and 'a church near you' websites.

## **6. Support the Treasurer and bookkeeper with financial management**

- Making a record of, and collating all cash and cheques received by the churches each week.
- Submitting the records to the Bookkeeper on a regular basis.
- Banking all monies received if required by the Bookkeeper.
- Record gift aid envelopes and administer any standing order forms.

## **7. General**

- Attend weekly staff meetings to discuss work tasks.
- Meet Vicar as necessary to discuss work tasks.
- Act as Data Controller for clergy, staff and PCC under GDPR and maintain records as required under the Act.

## **8. Any other tasks as agreed with the Vicar**



# PERSON SPECIFICATION

## **Essential:**

A committed Christian with a sympathy for and ability to respect the vision, mission and values of Christ Church W4.

Committed to attending worship and called to be part of this church.

Passionate about administration, gifted in this ministry

Good communication skills, written and oral, with the ability to represent the church as a friendly, welcoming and helpful organisation.

Good organisational skills

Initiative and the ability to work alone

The ability to work well with a variety of other people as part of a committed staff and volunteer team

Good office skills, including good IT skills (proficient using MS Word, MS Excel, and MS PowerPoint and / or Apple Mac).

## **Desirable:**

Knowledge of the Church of England worship, ministry and structures

Experience of working in a small office.

Experience of ChurchSuite

Familiarity with databases and mailing systems e.g. mailchimp.

Local knowledge of the area, community and events

# PARTICULARS & CONTRACT TERMS

- Salary: £28,000 – £32,000 (depending on experience and qualifications).
- Our standard hours are 37.5hrs per week, with flexible options depending on the needs of the role.
- We offer an annual leave entitlement of 25 days per annum plus all public holidays.
- This role has a standard 3 month probationary period.
- We offer a variety of benefits including family friendly policies, pension, life assurance, relevant training and conference attendance paid for by the church.
- The role holder must be available to work at Christmas, Easter and other key times in the church's calendar, as well as Annual Parish Church meetings, if required.
- Attendance at Tuesday morning staff meeting each week is compulsory.

There is a Genuine Occupational Requirement (GOR) for the role holder to profess a Christian faith, and the successful candidate must align with the theological position and practices of the church and must worship at CCW4.

Please note that you will need to be eligible to work in the UK to apply for this position. You must provide proof of Right to Work in the UK.

*Offers of employment will be subject to a satisfactory disclosure from the Disclosure and Barring Service (known as a DBS check) and satisfactory references.*

## How to Apply

Submit a current CV (no more than 4 sides/2 pages of A4) to **hrteam@christchurchw4.com**. Candidates showing the required level of skills and experience will be sent an application form to complete and return before the application deadline of **30<sup>th</sup> June**.

Alternatively, you can download the application form directly from <https://www.christchurchw4.com/jobs> submit this to hrteam@christchurchw4.com along with a shortened CV (max 2 sides of A4) **before the 30<sup>th</sup> June**.

