

Benefice of Long Ashton, Barrow Gurney and Flax Bourton

ROLE DESCRIPTION - Church Operations Co-ordinator

Job title	Church Operations Co-ordinator
Hours	Part time - 20 hours per week <i>Allocation of hours over 4-5 days is negotiable and will include up to two evening meetings per month</i>
Remuneration	£15,350 p.a. (FTE £28,780 based on 37.5 hour week)
Holiday	5 weeks plus public holidays <i>This equates to 25 days plus 8 public holidays based on a 5-day working week</i>
Other benefits	Enrolment in the Church Workers Pension Scheme. <i>Employer and employee contributions are currently 4.5% and 4% of gross pay respectively</i>
Line management	The role reports to the Rector and a representative of the Parochial Church Council (PCC)
Key relationships	Rector, Churchwardens, Ministry team, PCC Treasurers
Office location	Church Office, Keedwell Church, 10 Keedwell Hill, Long Ashton BS41 9DR

Introduction

The benefice of Long Ashton, Barrow Gurney and Flax Bourton is a family of churches across three villages (two parishes) which work together within the Church of England (Anglican) diocese of Bath & Wells.

This is an exciting time in the life of our churches as we work towards a vision 'that all may flourish', and establish the conditions that will enable us to grow together in our sense of community, spirituality, wisdom and service in the coming years.

Our Church Office is a vital hub in living out this vision by resourcing the ministry and mission of our churches, enabling ministers and leaders to fulfil their roles, and helping all church members serve our communities.

We are praying for an enthusiastic and committed colleague who will join us on the exciting journey to which we believe God is calling us.



Purpose of the role

To provide proactive office management and administrative services to equip and enable the ministry and mission of the benefice of Long Ashton, Flax Bourton and Barrow Gurney.

Working closely with the Rector, the Church Operations Co-ordinator will play a significant role in the operational effectiveness and growth of the benefice by:

- overseeing a professional, pastoral and positive office environment at the heart of our church life
- designing and implementing efficient administrative systems and processes to meet our needs
- overseeing internal and external communications in line with our stated Vision and Priorities; and
- co-ordinating the ministry/service of all church members (volunteers).

Key responsibilities

Parochial Church Council (PCC)

- Act as PCC Secretary and Electoral Roll Officer for both PCCs, working closely with the Rector in preparation of agenda and papers beforehand, attending meetings and compiling minutes afterwards. *[NB: There are two PCCs which each meet approx 10 times a year, generally midweek evenings]*
- Work with the Rector and Treasurers in the preparation of the Annual Reports & Accounts and APCM (Annual Parochial Church Meeting) paperwork.
- In conjunction with the Rector and relevant PCC members, ensure the PCCs' compliance with various legal requirements as regards e.g. Health & Safety, GDPR and safeguarding, ensuring policies and procedures are developed, maintained and reviewed as required.
- Establish and maintain appropriate and secure document management/office filing systems and databases

Finance

- Support the recording and banking of all donations and manage regular Gift Aid claims
- Administer collection of fees for building hire, weddings and funerals
- Maintain records of subscription receipts and advertising revenue for two Parish Magazines
- Arrange authorisation and payment of invoices, salaries and expenses in liaison with the PCC Treasurers

Ministry

- Ensure provision of all printed and audiovisual resources for routine and occasional church services as requested by the Rector or other members of the Ministry Team
- Co-ordinate bookings, paperwork and ministry support (e.g. music, bells) for baptisms, weddings and funerals/burials across the Benefice
- Ensure buildings are resourced and ready for worship
- Establish and optimise use of technology (e.g. ChurchSuite) for co-ordination and sharing of timely rotas and calendars

Communications

- Refresh, update and maintain the benefice website regularly so that it portrays an accurate and positive message about the life of our churches
- Support the Rector and others in the design and production of promotional materials and resources in both printed and electronic form, using appropriate software/apps such as Canva
- Keep church noticeboards up to date and tidy
- Assist with the content and distribution of the weekly *Church News* email
- Establish and maintain an up-to-date church directory/database in a safe and secure way

Buildings

- In conjunction with PCC Fabric Committees/representatives, ensure routine maintenance and repairs are carried out; liaising with and supervising contractors as required
- Manage all bookings and use of buildings in line with agreed policies, using appropriate technology (e.g. ChurchSuite) to share information

This job description is not exhaustive and we hope the post-holder will be open to responding to the evolving needs of a growing church, just as we look forward to making the most of the particular gifts and skills the post-holder will bring.

For our part, we are committed to a regular and dynamic process of reflection and review with the post-holder, including a formal annual review of the job description as part of the appraisal process.



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PERSON PROFILE - Church Operations Co-ordinator

Does this sound like you?

The person we invite to join our team will be someone who can work closely with our Rector and other key leaders to streamline many of our current systems and improve efficiency. It would be great to work with someone who is able to think ahead, be proactive in noticing the things that need to be done and come up with creative solutions - but who can also then put those ideas into practice with attention to detail and clear communication to those who need to know.

There is a Genuine Occupational Requirement (GOR) that the post holder has an active Christian faith. It may well be that you already worship among us, or choose to join our church in taking up this role - but you may equally be part of another church elsewhere.

Our churches have an active commitment to the safeguarding of children and vulnerable adults and the post-holder will be expected to uphold and work to our policies, and to engage with training appropriate to the role. The appointment will be subject to obtaining a successful check from the Disclosure and Barring Service (DBS).

We're looking for someone who...

E = Essential D = Desirable

Planning and organisation

Schedules, prioritises and manages their workload to optimal capacity	E
Proactively thinks ahead and makes achievable plans to reach goals	E
Seeks continuous improvement in processes and practices	E
Makes effective use of IT, with at least a sound understanding of Outlook, Word, Excel	E
Has knowledge of, or is comfortable to learn new applications, such as ChurchSuite, Canva, web management tools	D

Interpersonal skills and communication

Communicates clearly, sensitively and effectively in written and verbal forms	E
Upholds and reinforces our churches' values and beliefs through all interactions with church members and the wider community	E
Is able to hold confidences appropriately and maintain professional and pastoral boundaries	E
Manages conflict and challenging situations with grace and confidence	D

Innovation and change

Implements clear, simple, effective processes, avoiding unnecessary bureaucracy and maximising the use of technology where appropriate	E
Thinks systematically, attends to detail and considers the consequences of decisions	E
Gathers and analyses the right information to aid decision-making	E
Generates ideas and contributes to improvement by constructively questioning assumptions	D

Relevant experience

Has worked previously in a church environment and/or voluntary organisation	D
Understands the operation of the Church of England at a local level	D

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About us

Thank you for your interest in the possibility of joining our team as Church Operations Co-ordinator. We've said a lot about what we're looking for - so here's a bit about who we are and what you can expect if you come to work here.

As the family of Anglican (Church of England) churches in Long Ashton, Barrow Gurney & Flax Bourton, we're a community of people of all ages and backgrounds who meet together regularly to worship God, to explore and grow in our Christian faith and to make a positive difference in the places we live and work.

We really believe in the power of the local church which, at its best, can channel the inspiration, creativity and love of God to transform lives and communities for the better.

This is an exciting time for our churches as we've just launched a new Vision and set of Priorities for the next season of our life and mission together. We're seeking to build strong foundations of Community, Spirituality, Wisdom and Service so that all may flourish. You can read more about that [here](#). This will be our focus for the next few years and the Church Operations Co-ordinator will play a key role in helping us realise it.

Our church is led by the Revd James Harris, who has been the Rector here since March 2020, and heads a Ministry Team of ordained and lay colleagues with a variety of church backgrounds, experience and gifts; not to mention an army of volunteers who lead missional projects in the community and schools, and serve the church in all sorts of ways.

Our website aims to paint more of a picture of who we are and what we get up to.

Church for all

We aim for our church services to be community-focused and open to all, dispelling the notion you need to be a 'member' to join in so that and working hard to ensure everyone feels at home, wherever they're coming from and whatever they bring on their heart or mind.

Week by week, across our three villages, you'll find a variety of expressions/styles of worship but they are all underpinned by some key principles which are common to all:

Community: we're all different but we need each other; everyone has something of value to offer and our worship is shaped by who we are

Encounter: worship is not a static or passive affair but an opportunity to meet with the living God in life-giving and life-changing ways

Creativity: sights, sounds and silence; art and craft, movement, interaction and stillness, food and fun; outdoors or in: how will you experience God today?

Joy: not the same as happiness, but an abiding assurance of God's love that is able to hold and encompass the whole of our lives with all their ups and downs



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APPLICATION FORM - Church Operations Co-ordinator

Please complete this form, continuing on separate pages as necessary, and return by 9.00am on Mon 3rd Nov 2025 to:

Revd James Harris, The Vicarage, 7 Church Lane, Long Ashton BS41 9LU

or by email: reverendjamesharris@gmail.com

I. Personal Details	
Full Name	
Address	
Telephone number	
Email address	
National Insurance Number	

2. Education and Qualifications

Please tell us about any secondary schools and further/higher education establishments attended, and details of qualifications achieved. Continue on a separate sheet if necessary.

Date from	Date to	Name of school/college/university	Details of exams/ qualifications

Further training

Please note below details of any other certificates or diplomas, professional/vocational training completed, or membership of any professional bodies which may be relevant to this post.

3. Employment history

Please tell us about your career to date, including any relevant voluntary work, starting with the most recent. Continue on a separate sheet if necessary.

Date from	Date to	Job title and brief description	Reason for leaving

4. Interests, hobbies and voluntary work

Please share below a few details about how you spend you time outside of paid work.

5. Personal statement

Please explain your reason(s) for applying for this post. What you write, and how you write it, will help us build a picture of who you are and what you might offer in the role. Please write a maximum of 500 words.

You might want to refer to:

- what it is about the role description that excites or interests you
- how you think your abilities and experience equip you for the role
- the particular dynamics of working for a church

6. Your circumstances

Right to work: Do you currently have the right to work in the UK?

YES / NO

Disability Access: Do you require special access for the purposes of an interview?

YES / NO

If yes, please describe any special conditions or adjustments required on a separate sheet.

Driving: Do you have a full and valid driving licence?

YES / NO

If yes, do you have access to a vehicle for work purposes?

YES / NO

Convictions: Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974?

YES / NO

If yes, please supply further details on a separate sheet.

Note: This post is subject to a satisfactory check from the Disclosure & Barring Service (DBS)

Declaration

I declare that the information and statements provided in this form are correct. I understand that any job offer will be conditional on references that are satisfactory to the PCC. If successful in my application, I agree to complete a Confidential Declaration form and to apply for the relevant DBS check.

Signed:

Date:

7. References

Please provide details of two people we may contact for character and work experience references. These should not include friends or relatives. If possible, one should be your present or most recent employer, or your course tutor/teacher if leaving education.

Referee 1	
Name	
Address	
Telephone number	
Email	
Capacity in which they know you	
May we approach this referee prior to interview?	
Referee 2:	
Name	
Address	
Telephone number	
Email	
Capacity in which they know you	
May we approach this referee prior to interview?	