

King's House Venue

11:30am Meeting Assistant Leader

Application Closing Date: Sunday, 19th June

To Apply: Please send a CV and covering letter to
sue.smith@kingsarms.org

Interview Date: The afternoon of Tuesday, 28th June

Role: 8 to 12 hours per week (including 3.5 hours on 3 x Sundays a month)

Pay: £27,860 pro rata (full-time salary equivalent based on a 40-hour week)

Accountable to: Sue Smith, Connect Team Leader

Holiday: 25 days annual leave plus bank holidays (all pro rata)

Probation Period: 6 months

Place of work: King's House, 245 Amphill Road, Bedford MK42 9AZ

- 1. PURPOSE:** To provide both leadership and administrative support to the 11:30am Meeting Team Leader for the excellent running of Sunday meetings of King's Arms Church in line with the Christian ethos of the King's Arms Trust.

As a community we are passionate about seeing people established in their relationship with the Father, growing in their identity as His children and being fully devoted to Him. We are passionate about seeing God's Kingdom coming through making disciples who make disciples.

We believe our gathered times on a Sunday help facilitate this through providing an environment of family where God's power and presence is at work; whereby both the unbeliever and Christ-follower encounter His love, experience community and are equipped and inspired to multiply the kingdom into every sphere of society. This role is a key part of fulfilling this vision and the successful applicant will be part of an exciting team leading us forward in this critical area.

2. CONTEXT

King's Arms Trust is a growing church with around 900 adults, youth and children and a staff of around 24 (full time equivalent). In addition, many people volunteer to work in support of the church. The Connect Team is responsible for overseeing our 'gathered' times as a community and as we move forward from the pandemic as a multi-location church this role will support the 11:30am team in facilitating our

vision and values across this congregation on a Sunday.

3. PRINCIPAL RESPONSIBILITIES

One Church Connect Team

- Play an active role in the Connect Team responsible for the oversight on Sundays
- Take ownership of tasks and research, specific to the 11:30am meeting
- Maintain statistics and reports and communicate through the One Church Connect Team

11:30am Team Meetings

- Support the 11:30am Meeting Team Leader in communicating and organising team meetings, taking minutes and passing out actions to the team
- Organise and create an outline for each term for the 11.30am meeting to implement foundational principles for the 11.30am community
- Organise and attend regular meetings with the Core Team and Wider Team for the 11.30am meeting
- Organise 11.30am community moments to build the church family
- Liaise with other teams to coordinate 'location specific' Sundays or special events

Oversight of 11:30am Volunteer Teams

- Take responsibility for recruiting and supporting thriving teams working together towards providing an excellent Sunday experience in a manner that is in line with the King's Arms culture and in line with the Christian ethos of the King's Arms Trust. This will include organising meetings with various team leaders and volunteers and investing in developing those that serve
- Manage serving rotas and handle communications across multiple teams connected to Sunday operations
- Direct leadership of the Sunday Point Person (SPP) team and serve on this team regularly
- Lead the multiplication of team leaders for 'Welcome and Hospitality' serving areas
- Train and regularly meet with the volunteer teams to build relationships and promote spiritual growth for those serving
- Ensure the team is supported with the number of volunteers and roles required week to week

Operations (in partnership with 9:30am Meeting Assistant Leader)

- Ensure materials are ready for each Sunday - slides, videos, creative needs, communion, hospitality, etc
- Ensure signage is operational, storage rooms are kept in order and stock is up to date
- Assist with managing budgets

Administrative support for occasional Sunday events and One Church Sunday gatherings

- Provide assistance for occasional Sunday events, including vision Sundays, summer fun Sundays and sign-up Sundays. Work with the teams responsible for key evangelistic Sundays such as Baptisms, Mother's Day, Easter Sunday and special Christmas events in line with the Christian ethos of the King's Arms Trust

Other responsibilities and involvement

- Active involvement and contribution to prayer meetings and other team meetings in line with the Christian ethos of the King's Arms Trust

4. PERSONAL QUALITIES

We're looking for an applicant who:

- Has excellent interpersonal and leadership skills
- Is passionate about serving the wider King's Arms team and Christian vision
- Is a self-starter and capable of managing their own workload
- Works well under pressure and is able to prioritise in a busy environment
- Is comfortable working to deadlines
- Is self-motivated and reliable
- Has personal integrity
- Resolves conflict in a healthy manner, valuing relationship
- Takes pride in their work and has an eye for detail

5. HIGHLY DESIRABLE EXPERIENCE AND SKILLS

It's highly desirable that the applicant has:

- Experience of setting and working to budgets
- Excellent written and verbal skills
- A clear and tested gift of administration
- A high level of computer proficiency
- Creativity and calm while problem solving under pressure
- Ability to be pastorally sensitive and maintain confidentiality
- Ability to communicate and build good relationship with a wide range of people/organisations
- Subscribes to the Objects and Statement of Beliefs of the King's Arms Trust (Bedford)