



ST MARTIN-IN-THE-FIELDS
Head of Congregational Life

Who We Are

St Martin-in-the-Fields (St Martin's) is the iconic church on the corner of Trafalgar Square, which has been opening its door to visitors since the early 1200s. St Martins has a vision for renewing church and society so in addition to our thriving congregational life we have a large business with a restaurant, events (corporate hire) and over 350 Concerts. We have two charities getting alongside those who are homeless in London and around the UK, we have an energetic church music department creating worship resources for thousands of churches across the UK and we have a growing church network called Heart Edge bringing together churches who share our commitment to congregation, culture, commerce, and compassion around the world.

Like many organisations, St Martin's is entering a phase of regeneration and renewal following the devastating impact of Covid. We are adapting to a new way of working. Because of this, all staff will need to remain flexible and agile as their roles and responsibilities flex to new ways of working or as we deal with any ongoing external factors that may impact our plans. We like to think of the future with excitement and as a time of opportunity and a chance to embrace change. We are looking for people to join our team who share that view of life in all its fullness.

Salary: £37,000

Full Time – hybrid working from home and office possible, and we are open to the role being 0.6 or 0.8 of full-time hours.

JOB PROFILE

Strategic Leadership

To take our strategic priorities and plan systems and organization which ensures that the logistical running of the congregational life reflects these priorities

- To be the voice of practical logistics in key strategic discussions for the future of the congregational life of the church.
- Help deliver a strategy for increased lay ministry within the congregation
- To work with the senior clergy team to develop and deliver a strategy for the understanding and integration of online congregation
- To turn bold and innovative ideas for what the Church of the Future could be into a reality in the lives of our congregation and wider community
- To support our Heart Edge Team to enable the innovative ideas developed at St Martins to be shared with churches throughout the world.

Management of the church office

- Ensure the smooth running of the Church Office
- Work with the site and IT teams to ensure the provision and maintenance of IT and office equipment for Church Operations (CHOPS) staff and clergy.
- To support the AVM and Director of People and Culture in the training and induction of new Clergy/CHOPS staff
- Line managing the Worship Coordinator and Vergers

Finances

- To work with the finance team to ensure that we stay within budgets and sign off expenses forms.
- To work with the PCC Treasurer and finance team to keep the Vicar and AVMin abreast of the day to day finances
- Attend meetings about the spending of funds within the church
- Ensure good cross site communication and collaboration from CHOPS on fundraising and spending.
- Providing logistical support for fundraising endeavors for the congregation.
- Provide information to the Trust for funding applications relating to the congregational and theological life of the church.

Site Coordination

- To work with the site teams to ensure the good order and management of clergy run rooms on site and the associated kitchen and hallway.
- Overseeing the good management of the church when it is open to the public and not in use by other departments or being used for worship.
- To represent CHOPS as required in day-to-day cross site discussions about the use of the site and programming.

- To write faculty applications as needed, working with the Site Team.

Congregational Life

- Oversee the congregation communications and administration teams in ensuring good organization of projects relating to the church community life, the congregation face-book and WhatsApp pages, courses and events.
- Receive and process correspondence from the diocese.
- Oversee and support the PCC Secretary in their duties

Worship

- To oversee the team of administrators and vergers administrating the logistical arrangements for worship services.
- Develop and deliver an efficient and effective strategy for weddings and other special services, ensuring liaison and diary coordination with the events department.
- To be the GDPR officer and supporting the safeguarding team and other teams, who ensure proper processes are followed in our congregational life.
- To attend and contribute to the weekly Clergy Planning Meetings

Volunteer Team Coordination

- Working with the Associate Vicar for Ministry to ensure there is an annual calendar of recruitment, training, communication and support for teams associated with worship such as the Healing Prayer Team, Intercessors and Alter Servers.
- To line manage the volunteer Head Steward in their leadership of the Stewards Team, providing regular communication about worship services.
- To liaise with the Bell Ringing groups ensuring good communication and support for their ministry
- To oversee the administrative support for lay led groups in the church

This is not an exhaustive description of duties. Aspects will change over time and the jobholder is expected to contribute to the role's development and progression.

Knowledge, skills, and abilities

Essential

- Good knowledge and appreciation of church services and activities, and the religious aims of St Martin-in-the-Fields
- Sound experience of strategic planning, organisation and office management
- Ability to respond calmly yet confidently to last-minute challenges and problems
- A problem solver with resilience, flexibility, creativity
- A person who takes responsibility to ensure that tasks are completed
- Eye for detail and commitment to uphold the reputation of St Martin-in-the-Fields
- Team player with an interest in people, who enjoys working with others within a large and varied organisation
- Ability to represent the interests of Church Operations assertively and with grace in cross site discussions
- Ability to build good relationships and to maintain them while being persistent to ensure that jobs get done.
- Uses good processes to plan, progress and achieve conclusions.
- A willingness to think outside of the box.
- A high level of self motivation and ability to motivate others
- A person of integrity who can keep the confidence of others
- Enthusiastic support for the aims and theology of St Martin-in-the-Fields including our commitment to environmental sustainability and equality and diversity.

Desirable

- Familiarity with the theological writings of Reverend Dr Sam Wells
- Management experience

HOW TO APPLY

How to apply

To apply for this post, please email the following to **Sally.Hitchiner@smitf.org**

- A supporting statement, explaining why you believe you will excel in this role
- A CV detailing your relevant achievements including details of two referees, one of whom should be your current or most recent employer

Closing Date: 20 / 05 / 2022