



Purley Baptist Church

PASTORAL MINISTRY ASSISTANT JOB DESCRIPTION

Location Purley Baptist Church, Banstead Road, Purley CR8 3EA

Full-Time 35 hours per week (flexibility considered for part time)

Salary £28,000 - £32,000 per annum (experience/skills/qualifications dependent)

Closing date Applications will be reviewed as they are received. We reserve the right to close this vacancy early should a suitable candidate be identified, therefore early applications are encouraged.

This personable and highly organised person will provide dedicated support to pastoral staff and coordinate key church functions. You will use your spiritual gift of administration and efficient working style, to support church ministers in their leadership, cultivating strong working relationships with volunteers, ensuring organisational efficiency and so help Purley Baptist Church accommodate growth. You will be an important part of the church office team and provide a welcoming first point of contact for all.

PBC is affiliated with the Baptist Union of Great Britain. This position requires the successful applicant to be a practicing Christian, in full agreement with the Evangelical Alliance Statement of Faith. A DBS disclosure will be required.

KEY RESPONSIBILITIES

1. Administrative Management

- Maintain church database including membership, life groups, congregations and attendees
- Manage processes involved in welcome and integration of newcomers, pastoral contacts, membership, life groups, faith exploration and discipleship, baptism preparation, baby dedications
- Administer church membership meetings and maintain minutes
- Provide support for the Senior Leadership Team

2. Support the Senior Minister

- Manage emails, calls and calendar of appointments; provide basic pastoral care on behalf of the Senior Minister
- Organise documents for appointments/meetings
- Administer requests for references and ID verification

3. Special Services: Weddings, Thanksgiving Services, Funerals, Baptisms, Dedications, CAMEO

- Liaise with staff, volunteers and all involved to ensure appropriate resourcing and smooth delivery of events
- Work with ministry leader to coordinate all aspects of CAMEO mid-week services – book speakers, plan termly programme and publicity

4. HR Administration

- Ensure accurate records of staff absence are kept, in conjunction with Operations Manager

5. Church Operations & Team Support

Shared responsibility between the team which includes handovers and cover for absences, and other duties as needed

- Visitor reception warm & professional office presence, basic pastoral care
- General communications inbox, phone calls, post, bulk emails, signage, church database
- Calendar, room bookings & support for ministry leaders
- Offering count as per rota

OBJECTIVES

1. **Take ownership of key pastoral administration systems.** Ensure databases, membership records, pastoral processes, meetings and follow-up actions are accurate, well organised and proactively maintained.
2. **Develop confident working relationships with ministers, other staff, key volunteers and church members.** Become a trusted first point of contact who can anticipate needs, manage priorities and support the smooth delivery of pastoral ministry.
3. **Identify and implement improvements to administrative processes.** Use initiative to simplify workflows, strengthen communication, support volunteers and enable the ministers to work more effectively.

KEY SKILLS

- Previous office administration experience, preferably in a church or nonprofit setting
- Strong organisational and multitasking skills, with attention to detail and accuracy
- Excellent time management, able to prioritise tasks and meet tight deadlines
- Proficiency in
 - Office software: MS Office 365, SharePoint, Windows 11
 - Web-based content management systems
- Excellent written and verbal communication skills
- Ability to maintain confidentiality and exercise discretion
- Friendly and approachable demeanor with strong interpersonal skills
- Familiarity with Purley Baptist Church and church operations is preferred but not essential

OUR CULTURE, VALUES & BELIEFS

We support our staff by promoting a positive work-life balance. This includes an inclusive working environment, weekly supportive and informative staff meetings, access to training and development, generous annual leave, a non-contributory workplace pension scheme (8% of salary), cycle to work scheme, eye test vouchers and opportunities to contribute to a meaningful church community.

We are a multi-cultural church and staff team. PBC is at an exciting stage in its development with growing numbers across three congregations and a strong desire to live out our vision: Building Authentic, Courageous, Generous Christian Community. Find out more about us at www.purleybaptist.org/about.