



Purley Baptist Church

CHURCH SERVICES PRODUCER 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 support the smooth running of church operations, with responsibility for Sunday services and special events, safeguarding compliance and church resources. You will work as part of the church office team and alongside key volunteers to ensure that church events are well planned, operational records are accurate, resources and equipment are well managed.

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. **Sunday Services** support the professional delivery of Sunday services and
 - Prepare and manage volunteer rotas across Sunday Teams to ensure all aspects of Sunday services run smoothly and effectively. Manage teams for: Sound, Lyrics, Cameras, Worship, Prayer
 - Work with team leaders to support individuals across ministry areas. Administer database of specific volunteers; manage communications, recruitment, training, team meetings
 - Create service plans for pastors, including scheduling service leaders, worship leaders and preachers
 - Be present as Sunday Service Coordinator at morning services - 3 Sundays per month, with occasional additional cover. Manage all aspects for before/during/after the services: ensure the building is fully prepared; during services establish a friendly and visible “front-of-house” presence, support and coordinate volunteers, troubleshoot and deal with enquiries; after the service thorough check of facilities, prepare for next activity
2. **Other Services & Special Events**
 - Manage rotas and additional needs for Sound, Lyrics, Cameras, Worship, eg. at Members’ Meetings, Heartbeat, Christmas, Easter, Weddings, Funerals
3. **Church Resources**
 - Manage annual calendar of weekly activities, internal and external bookings
 - Oversight of equipment and storage spaces, to include an inventory of all items, labelling, location, PAT testing.
4. **Compliance**
 - Provide administration support and manage workflow for Safeguarding policy and procedures

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. **Coordinate Sunday services and special events so they run smoothly and effectively**
Recruit/retain volunteers and equip team leaders, prepare rotas and service plans, to ensure all church services, and special events are well planned and delivered.
2. **Take ownership of key operational systems and administration**
Ensure the church calendar, room bookings, safeguarding compliance records, equipment inventories, are well organised and proactively maintained.
3. **Develop effective working relationships with members, ministry leaders, volunteers and staff.**
Become a trusted operational contact, using forward thinking, attention to detail and effective communication to coordinate professionally run practical arrangements for key church activities.

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
 - Cloud-based software, eg. Canva
- Excellent written and verbal communication skills
- Ability to maintain confidentiality and exercise discretion
- Friendly and approachable demeanor with strong interpersonal skills
- Ability to motivate, encourage and develop volunteers
- 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.