



JOB VACANCY – Pastoral Manager

An exciting opportunity has become available to join the Kings Church staff team.

THE ROLE: To oversee our Life Groups, Integration, Operations and One Thing Year

WHAT ARE WE LOOKING FOR?

The person we're looking for will fulfil the following criteria:

- Passion for the church and **seeing God's people grow and develop into who they are called to be.**
- Strong leadership skills and ability to delegate to volunteers, line management experience is desirable.
- Excellent communication and interpersonal skills and ability to work with a variety of people
- Ability to think big-picture, anticipate needs and forward plan
- Good time management and organisational skills with ability to prioritise key tasks and strategic developments
- Proactive, resilient, flexible to cope with frequent change and a good problem solver
- Committed and passionate Christian who is willing to contribute to the life of King's Church in line with the Equalities Act 2010, section 9.

KEY RESPONSIBILITIES OF THE ROLE

Life Groups:

- Oversee the Life Group Leaders at King's Church and host Life Group Leader nights.
- Recruit new Life Group Leaders ensuring a balance of different Life Groups that meet the needs of the church.
- Work with the Senior Staff Team to provide discipleship resources as required.
- Prepare people for baptism and run the Looking at Baptism Evenings.

Integration & Serving

- Connect with new people who visit on a Sunday.
- Work with the Lead Pastor & Administrative Lead to facilitate 'Welcome Lunches'.
- Ensure that new people are connected to serving teams.
- Oversee Serving Team Leaders and run serving team nights.

One Thing - Oversee the One Thing Discipleship Year

- Recruit and interview prospective people
- Arrange a work plan for each OT'er.
- Line manage or arrange check-ins with each OT'er.
- Communicate with Grace Church Nottingham about any central events

Operations

- Responsible for line managing the Administrative Lead to ensure the 'operations' of King's Church run smoothly. Chair the staff 'Events' and 'Sunday planning' Meetings.
- Responsible for the 'operational' side of Sunday meetings working with Meeting Managers and other team members as required.
- Overseeing the logistics of whole church mid-week events e.g. prayer, worship and family meetings.
- Line manage the Communications & Media staff member.

Pastoral care – assist the King's Church Pastoral Lead in administrating the provision of pastoral care for church members and draft pastoral care policies. With opportunity to be trained and developed personally in offering pastoral assistance to church members.

HOURS OF WORK: Full time 37.5 hours per week including Sunday mornings. (We also anticipate starting an evening meeting at which point workdays will be Mon-Thurs, Sunday).

START DATE: To be agreed, summer 2025.

SALARY: Pastoral Staff: £27,000-£29,600 with training, salary and role progression available

Working requirements:

- Evenings and weekends may be required with TOIL policy applied.
- 25 days annual leave (pro-rata) + Bank Holidays
- Office based Monday and Tuesday and with an ability to work from home.

The deadline to apply for this role is Sunday 23rd March. Please do so by providing a copy of your CV and a cover letter explaining why you are applying and how you meet the listed criteria to the following email address: stevem@kingschurchbirmingham.org

Equally, if you don't feel like you meet all of the above criteria, but feel you would be a good fit for the role, please consider applying, stating how your relevant experience would be beneficial.

w: kingschurchbirmingham.org

Registered Charity No: 1181329