

Christ Church Virginia Water

Role Profile: Ministry Support

Christ Church

Christ Church Virginia Water is Church of England Parish with a congregation made up of an international family drawn from over 25 different countries, many Christians of other denominations and mainly living within a 20-mile radius of Virginia Water. We rejoice in our rich diversity but are united in knowing Jesus Christ as our Lord and Saviour and share a desire to help one another, from God's Word, to discover our full potential in a personal relationship with God through Jesus Christ. Jesus brings meaning, purpose and fulfilment as we grow to know him, to trust him and to serve him together for his glory. Our Vision and Purpose is: *"To know Jesus, and to make Jesus known in the community, to the glory of God."*

We are seeking to fill an administrative post for a part-time Ministry Support; someone who shares our Vision and Purpose, who desires to serve God and his people in the congregational life of Christ Church, and feels a sense of calling to use their gifts to bring God glory.

Job Description

Job Title: Ministry Support

Reports to: Vicar and PCC

Hours: Part-time 14 hours per week (potentially flexible hours, including some of Sunday, if appropriate)

Purpose of the Role

To support the Vicar and his Pastoral Team to support the delivery of Sunday services in a professional, accessible, and collaborative way, to assist the church's vision and tradition.

Key Responsibilities

- Assist with the delivery of Sunday Services by providing administrative support
- Ensure the databases of songs and liturgy are up to date to help service leaders in their preparation of Pro Presenter and PowerPoint slides.
- Assist Music Director as directed in preparation of Sunday music for band members
- To assist with some of the Vicar's Administration, particularly as it relates to his role as Area Dean, principally in areas diary management, meeting organisation, and communication
- Oversee and regularly update posting to our Social Media channels
- Assist with other administrative duties as required and directed by the Vicar

Person Specification

Personal Qualities & Interpersonal Skills

- A committed Christian who is sympathetic to the mission and values of the Church.
- A mature Christian faith and servant-hearted attitude.
- A member of Christ Church Virginia Water
- Strong communication and interpersonal skills
- Humility, eagerness to learn and develop
- Dependable, approachable, and enthusiastic.

Experience & Skills

Essential

- Proven Administrative ability and evident competence in MS suite programmes
- Ability to work supportively within a staff and lay team
- Ability to manage time effectively
- Organisational skills and attention to detail

Desirable

- Working knowledge of pro-presenter
- Ability to play additional instruments and utilise music software to enhance blend
- Ability to provide accessible and lively content for our Social Media channels

Initiative

- Reliable, organised, and able to prepare services independently

Motivation

- A clear idea on how this position fits with any overall life plan

Adaptability

- Flexibility and adaptability
- Creativity balanced with sensitivity to the congregation's needs
- Willingness to work collaboratively with clergy, staff and volunteers

Training, Development & Performance Review

- All Christ Church staff are expected to continue their personal and professional development. Funding for this may be available.
- The role may be subject to DBS (Disclosure and Barring Service) clearance.
- The successful candidate will attend Diocesan safeguarding training as appropriate for the role.
- Performance Reviews will take place with the Vicar annually.

Terms & Conditions

Detailed below are the principal terms and conditions associated with the post.

A full Statement of Terms & Conditions is incorporated into the Contract of Employment:

- The hours of work will be 14 hour per week.
- Holiday entitlement is 67.2 hours per annum plus Public and Bank Holidays. Where Bank Holidays are working days, time off in lieu will be given.
- Hours will be worked flexibly across the week, possibly including some of a Sunday, to meet the requirements of the role and with the agreement of the designated Line Manager.
- The normal place of work is within the Christ Church campus but some working from home may be undertaken by agreement with the Vicar.
- Expenses incurred will be reimbursable in line with the Expenses Policy in the Employee Handbook.
- There is a Genuine Occupational Requirement (GOR) that the post-holder is a Christian.
- Pay - £13.50 per hour

Closing Date: 26th October 2026