



St John the Evangelist, Bexley
Part of the Bexley Team Ministry

Situations Vacant

To enquire about any of these positions or roles please contact the Team Vicar:

fr.edwardbarlow@gmail.com

Please note that all positions are voluntary and unpaid. All positions can be tailored to suit commitment levels of volunteers and many can be shared if required.

Role	Description Summary	Requirements
Church Warden	<p>A key position in the running of the church with responsibility for the fabric and contents of the building, its organisation and running.</p> <p>(For more details about this post, please speak to Janine Wooster)</p>	<p>Organisational skills and an understanding of church structure and building maintainance.</p> <p>Must be able to work well with the Team Vicar, LLM and other wardens (including those at other churches in the team).</p> <p>Church Wardens must be communicating member of the Church of England and over the age of 21.</p> <p>This role is subject to a DBS check and the Safer Recruitment policy. All applicants must be committed to a diligent safeguarding ethos.</p>
Treasurer's Assistant	<p>To work with the Treasurer (Colin Wooster) in financial administration of the Parish. The Treasurer's Assistant is responsible for safely recording and handling money and taking all cash and cheques to the bank.</p>	<p>Must be trustworthy, organised and have a competent level of financial acumen and record keeping. Training and guidance will be provided.</p> <p>This role would be ideal for someone who may wish to become treasurer at a later date.</p>
Sunday School Leader	<p>Responsible for preparing and delivering Sunday School sessions for children up to the age of 12 during the 10am service on Sundays (excluding Family service).</p> <p>(Please contact the Team Vicar for a comprehensive Role Description for this post if</p>	<p>Must be able to work with children be committed to the spiritual development of the young. A suitable level of biblical literacy would help in order to plan and delivery activities - support is</p>

	you are interested)	<p>available for planning and resources.</p> <p>This role is subject to a DBS check and the Safer Recruitment policy (overseas checks may also apply). All applicants must be committed to a diligent safeguarding ethos.</p> <p>Commitment subject to number on rota. Current expectation is a maximum of once per half term.</p>
Flower Arranger	<p>To create arrangements at key points in the church building to assist in the aesthetic presentation of the space.</p> <p>Make regular visits to the church to check arrangements and top-up water levels.</p> <p>Work collaboratively with other arrangers for key festivals.</p>	<p>Skills for flower-arranging (or a willingness to develop them!). Guidance and mentoring can be provided. Must be able to work within a budget.</p> <p>Commitment will initially be subject to the number of people on the rota. Additional commitment will be required for key festivals.</p>
Webmaster	<p>Responsible for maintaining and updating the existing St John's website with a view to establishing and developing a replacement website in the near future. The may also take on some involvement with St John's social media presence.</p> <p>The Webmaster will be an essential part of the church's digital outreach and ministry as we move forward.</p>	<p>ICT/Web-administration skills. A creative passion for digital outreach, media and communication.</p> <p>Will need to be readily available for updates or bugs and able manage the renewal of the domain when required.</p>
Electoral Roll Officer	<p>To prepare and administrate Electoral Roll applications in accordance with Church Representation rules and GDPR guidance, reporting to the PCC. This will include the annual renewal of roll prior to the APCM and the triennial preparation of a new roll</p>	<p>Data handling and administration. Confidentiality.</p> <p>In an odd twist of irony the Electoral Roll officer does not need to be on the electoral roll!</p>
Intercessor	<p>To lead the Prayers of the People in the main Sunday Eucharist, working with the ministry team and others to ensure a consistent structure across services.</p> <p>Advice, support and training will be given and can be tailored to the intercessor's level of confidence.</p>	<p>Spiritually aware.</p> <p>Understanding of how prayers are structured can be developed through this role.</p> <p>Commitment level will be subject to number on rota.</p>
Lesson Readers	Reading either the Old or New Testament	This is a good starting point

	<p>lesson at Sunday services.</p>	<p>for those who want to participate in other areas of the rota. Guidance and training can be given. Commitment level subject to number on rota.</p>
<p>Hall Manager</p>	<p>Formerly titled 'Hall Committee Chair'. The Hall Manager will chair meetings of the Hall Committee and work with the Hall Secretary and others in managing the running of the Church Hall. This will include engagement with prospective and established hirers and oversight of maintenance and the cleaner's contract.</p>	<p>Premises management. Able to chair meetings and work with other volunteers. Customer service and organisational skills essential.</p>
<p>Eco-Church Working Group</p>	<p>To join a new group with a remit to improve practice and raise awareness of environmental issues throughout the life of the church and its members, being pro-active in making suggestions and implementing measures in line with the 'Eco-Church' criteria.</p>	<p>Must be passionate about environmental issues and good at working with others to promote a cause. Some aspects of this work may involve applying for grants or active 'outdoor' projects.</p>
<p>Health and Safety Officer</p>	<p>To oversee development and implementation of the Parish Health and Safety policy and ensure our church is safe for all who worship, work and visit.</p>	<p>Understanding of Health and Safety considerations and a willingness to put policy into action to ensure our church is safe and secure for all who enter the building or grounds.</p>