

THE CHURCH OFFICE



Recruitment
Pack

Introduction

This pack has been designed by The Church Office as a starting point for church administrators or executive pastors who are looking to hire a new member of church staff. The recruitment process is a key part in building a healthy church office but because it is not one of the tasks we have to face regularly, it is often hard to know where to start.

In this pack we will take you through the recruitment process step by step from planning the process and the best places to post your job opening, to top tips for interview day and hiring someone. There will also be sample emails, job descriptions and job offer templates along the way that you can adapt to your own church context to make the process easier. So, here's our collection of top tips, expert advice and document templates, we pray it serves you.

If you would like any further assistance or would like more tailored advice to your church situation, please take a look at our services page at www.thechurchoffice.co.uk/services or email us at services@thechurchoffice.co.uk.

Disclaimer

The information provided by 'The Church Office' in this Recruitment Pack is not a substitute for professional advice and is produced for general informational and training purposes only. The use or reliance of any information contained in this pack is solely at your own risk.

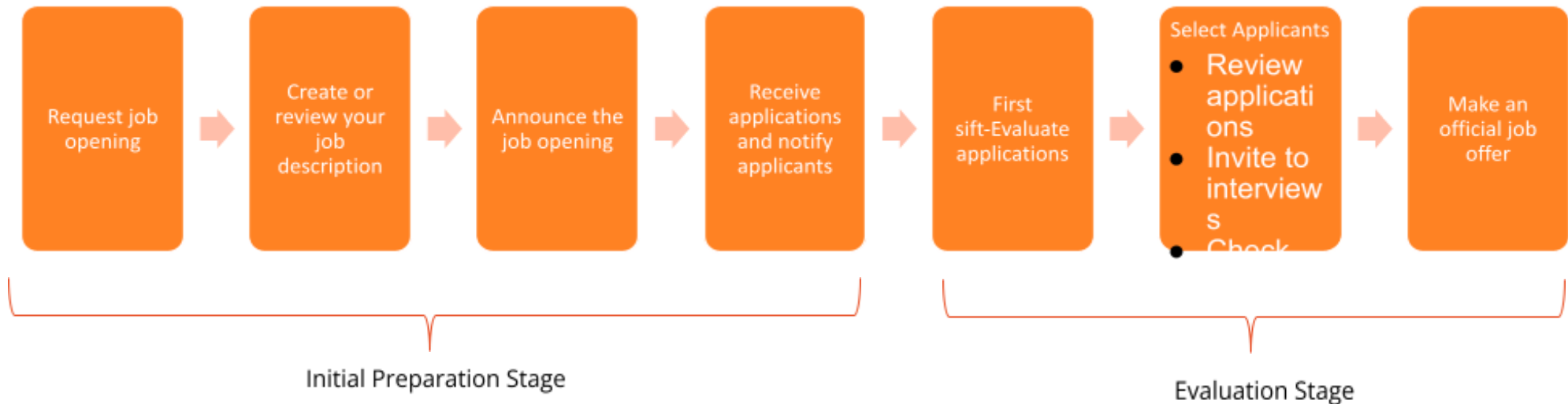


Contents

| | |
|--------------------------------------------------------------------------------------|----|
| Initial Preparation Stage..... | 6 |
| 1. Request Job Opening- Who will most bless your church context? | 6 |
| 2. Make or Review your Job Description | 6 |
| 3. Set a schedule for your recruitment process | 8 |
| 4. Announcing your Job Opening | 9 |
| 5. Receiving Applications and Notifying Applicants | 10 |
| Evaluation Stage..... | 11 |
| 1. First Sift | 11 |
| i) Extending the Deadline..... | 11 |
| ii) Shortlisting your candidates..... | 11 |
| 2. Notify Applicants of your Decision | 12 |
| i) Those who you want to invite to interview..... | 12 |
| ii) Those who you do not feel would be suitable..... | 14 |
| 3. Interview Day | 15 |
| i) Before interview day..... | 15 |
| ii) Interview Day..... | 16 |
| 4. Checking References | 16 |
| i) If you are contacting referees by phone..... | 16 |
| ii) Informing Candidates of your decision after interviews and references check..... | 17 |
| iii) Reference Form for Applicants | 19 |
| 5. Making an Official Job Offer | 21 |
| 6. Appendix- job descriptions | |



Overview of the Recruitment Process



Here is an overview of the stages of the Recruitment Process. We have split it into 2 main parts- the Initial Preparation Stage and the Evaluation Stage (as shown on the diagram above). Both stages are vital for a successful recruitment. The Initial Preparation Stage covers everything from things to consider when you see a need for a role in your church office to receiving applications. If you rush through this stage, it is likely to have a negative impact on your selection of candidates. The Evaluation Stage starts after the receipt of first applications including the first sift up to making an official job offer. This is the face-to-face side of the process which is where candidates form their initial impressions of you and your church and you form initial impressions of them.

Initial Preparation Stage

1. Request Job Opening- Who will most bless your church context?

It is likely that if you are reading this pack you will already have a pretty good idea of the role you are hiring for. However, taking time beforehand to pray and reflect on why you want to recruit someone and what purpose their role will fulfil is beneficial in ensuring the long-term health of your church office.

One way of doing this is writing down the key areas in your church office where needs are not being met and the main tasks that you want this role to fulfil. Sometimes this will clearly highlight a need for a specific role. For example, if a lot of areas that you need someone to take responsibility for are maintenance-related, then hiring a Facilities Manager seems like a good way to go. Or, in larger churches, this may look like hiring an admin assistant to help shoulder some of the workload of other office staff. At other times, and frequently in smaller churches, there are too many responsibilities to be covered by any one role. In these cases, if you don't have someone filling this role already, hiring a church administrator could be key¹.

In the UK, organisations are generally not permitted to discriminate in their employment practices. However, there are limited circumstances in which it is lawful and appropriate to apply occupational requirements to a role. These must be considered carefully and assessed on a role-by-role basis. In particular, there is no automatic right for a church to require that all its employees be Christians; any such requirement must be clearly explained and objectively justified for the specific role in question. In practice, we regularly see churches getting this wrong.

To find out more about legal requirements for avoiding discrimination, go to:
<https://www.acas.org.uk/hiring-someone>

To find out how this applies in a church context, go to:
<https://www.acas.org.uk/religion-or-belief-discrimination>

THESE ALSO APPLY TO INTERVIEWS

2. Make or Review your Job Description

Your job description will be the first thing your future employee sees about or from you as a church. Therefore, although it doesn't need to be flashy, it does need to be clean, clear and to the point. The key information that needs to be included is:

- Job title
- Job purpose
- Salary
- Permanent or temporary position
- Full time or part time work

1. To find out more about the reasons to hire a church administrator especially if you are a smaller church, please check out our [Pastor's Perspective series](#)



- Person specification
- Essential qualifications for the role
- Key responsibilities
- Who their position is responsible to
- Your church logo

To help you in this, we have a collection of job description document templates at the end of this pack which are free and adaptable to fit your church context. We have included job descriptions for a Church Administrator, an Admin Assistant, a Facilities Manager and a Maintenance Team Member.





3. Set a schedule for your recruitment process

Even if you don't have the luxury of a lot of time, this initial stage is key in making sure that your recruitment process is effective. Having a clear timeline of what stages you plan to carry out by what date allows you to set clear points to work towards and keep on track. The main stages you need to set dates for are:

- When your job will be advertised
- Closing date for the position
- Date when applications will be sifted/evaluated
- Date to inform the applicants of the result of the first sift
- Interview dates
- Date to inform the interviewees of the results of the interview
- Date to make official job offer

i) How long should I leave the job position open?

According to Indeed, one of the largest job sites, most job postings stay live for 30 days which gives job-seekers 4 weeks to find the job and fill in the application². 30 days is not always long enough for a job position to be filled and if that's the case you can choose to keep applications open for longer- be aware that Management and Supervisory positions do often take longer to fill².

ii) How soon do I need to respond to applicants with my decision?

Informing applicants of your decisions as soon as possible is good practice and shows that you respect the time and effort they put into their application. Obviously, the volume of applications you receive will have an effect on how soon you can feasibly respond to applicants but generally, a week to a week and a half is an acceptable length of time to wait to hear back from you after the first sift stage and the interview stage.



2. Q and A: How long do job postings stay up? [Internet]. Indeed.com. 2025 [cited 14 January 2026]. Available from: <https://www.indeed.com/career-advice/finding-a-job/how-long-do-job-postings-stay-up>



4. Announcing your Job Opening

The more people you can make aware of your job opening, the more likely you are to have a wider range of candidates to choose from. Luckily, the internet means we are spoiled for choice as to where we can post our jobs. Depending on your church's preferences, there are options to advertise broadly on generic job sites or on Christian job sites, or you can advertise somewhere that targets groups more specifically.

Why limit yourself? Advertising on more than one job site means that you are likely to reach more potential candidates with your job description!

One of the broader advertising options is to use job sites that are not specifically for Christian jobs. These include Charity Job³ and Indeed⁴ which both have a search bar option that allows people to search for key words relating to jobs. There is already quite a selection of Christian jobs posted on there which suggests that potential candidates use these sites. There is also the option of general Christian job sites such as Church Drum⁵; the Church Times⁶ and Global Connections⁷.

If you want to be more targeted in your recruitment approach, it is worth researching to see if your denomination has a vacancy page. An example of some denominations that do have these pages are the Church of England; the Church in Wales; Vineyard UK; FIEC and The Baptist Union of Great Britain.

Finally, don't forget that internal recruitment is also an option. In fact, in Wales, it is quite a common method of recruitment. Make sure that your church office staff members and your congregation are aware of the opening and have the opportunity to apply!

N.B. The list of sites above is not meant to be exhaustive and their inclusion does not indicate endorsement from The Church Office

3. CharityJob [Internet]. Charityjob.co.uk. 2026 [cited 14 January 2026]. Available from: <https://www.charityjob.co.uk/>

4. Job Search | Indeed [Internet]. Indeed.co.uk. 2026 [cited 14 January 2026]. Available from: <https://www.indeed.co.uk/>

5. Church Jobs - Churchdrum [Internet]. Churchdrum.co.uk. 2026 [cited 14 January 2026]. Available from: <https://www.churchdrum.co.uk/>

6. Church jobs and Charity jobs from The Church Times [Internet]. Jobs.churchtimes.co.uk. 2026 [cited 14 January 2026]. Available from: <https://jobs.churchtimes.co.uk/>

7. UK jobs [Internet]. Global Connections. 2026 [cited 14 January 2026]. Available from: <https://www.globalconnections.org.uk/vocations/uk-jobs>



One thing to consider when thinking about announcing your job opening and receiving applications is what the process is like for candidates. Is it easy? If you require candidates to contact you for an application form, wait on you to send it to them, then fill in the form and send it back to you, is there a more efficient way of doing this? The harder it is to apply for your job, the less likely people are to apply for it and instead will apply for other similar jobs that require less complicated methods to apply.

5. Receiving Applications and Notifying Applicants

Notifying applicants that you have received their application is a common practice to give them certainty that their application has been received and will be considered for the role. Normally, a short email addressed to them stating that you have received their application is suitable although some organisations attach an official document of receipt to the email as well.

If there is more than one person in charge of the email account where applications will be received then it is important to have a standard practice to follow. This could be something as simple as the person who receives the email is in charge of notifying the applicant that you've received their application and saving it to a specific folder on the computer where all applications are stored until evaluation.

Receiving applications comes with the need and the responsibility to ensure that you are storing and using candidate's data legally and safely. Although we will not be dealing with this issue directly here, there are plenty of resources available online covering this topic. We suggest the Information Commissioners Office⁸ is a good place to start.

8. What privacy information should we provide? [Internet]. Ico.org.uk. 2026 [cited 14 January 2026]. Available from: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/the-right-to-be-informed/what-privacy-information-should-we-provide/>

Evaluation Stage

1. First Sift

i) Extending the Deadline

Your decisions here depend on your context. The main thing to remember at this stage is the quality of the applications is more important than the quantity. You should start looking through the applications you have received by your initial closing date before deciding whether to extend the deadline or not.

ii) Shortlisting your candidates

It is worth considering having someone else assist in the shortlisting of candidates to make sure that the applications are viewed from a range of perspectives and a slightly less subjective viewpoint. This can either be someone else on Church Staff, a trusted member of the congregation or someone outside of your church with a less involved perspective. Once you have found some help, here's a suggestion for how you can shortlist your candidates:

- Decide on how many people you want to interview.
- Stage 1: Rank candidates on a scale from 1-5 or 1-10 on how well they match each of your essential criteria from the job description. (Remove any that do not meet the essential criteria).
- Stage 2: Rank candidates on a scale from 1-5 or 1-10 on how well they match each of your desirable criteria from the job description.
- Take into account any eliminating factors.
- The highest scoring candidates are your shortlist.



2. Notify Applicants of your Decision

Once you have shortlisted your candidates, you need to make candidates aware of your decision no more than a week and a half after the first sift date laid out in the job description. There are going to be 2 responses that you need to send out- one for those who you do not feel would be suitable for the role and those who you would like to invite to interview. Please feel free to use and adapt the example invitation and rejection emails below to your own church context:

i) Those who you want to invite to interview

Dear **[Name of Applicant]**,

Thank you for your interest in our **[Job Title]** role at **[Your Church Name]**.

After reviewing your application, we would like to invite you for an interview with **[Interviewer Name]**, our **[Interviewer Job Position]**. The interview will take place at **[Location of Interview]** and will last about **[Approximate Length of Interview]** minutes. Please do not forget to bring the contact details of **[2]** referees with you.

Here are some potential date and time options:

- Monday 18th January at 9am
- Monday 18th January at 10am
- Tuesday 19th January at 12pm
- Tuesday 19th January at 1pm
- Wednesday 20th January at 3pm
- Wednesday 20th January 4pm

Please respond directly to this email with the time and date that best suits you from the list above. From there, I will coordinate with **[Interviewer Name]** and send a confirmation email of the date and time of your interview.

In the meantime, if you have any queries or questions, or require any reasonable adjustments to attend the interview, please don't hesitate to contact me on **[Phone Number]** or at **[Email Address]**.

Best wishes,

[Your Name]

[Job Position]

****N.B. Legally you need to ask anyone coming to an interview if they require any reasonable adjustments to attend⁹. ****

9. Interviewing job applicants: Hiring someone - Acas [Internet]. Acas.org.uk. 2026 [cited 14 January 2026]. Available from: <https://www.acas.org.uk/hiring-someone/interviewing-job-applicants>





ii) Those who you do not feel would be suitable

Dear **[Insert Name of Applicant]**,

Thank you for your interest in our **[Job Title]** role at **[Your Church Name]**.

After careful consideration, I regret to inform you that on this occasion your application has been unsuccessful.

We appreciate you taking the time and effort to submit an application form and we wish you every success with your current employment search.

Best wishes,

[Your Name]

[Job Position]



3. Interview Day

i) Before interview day

a) Make sure you have an interview panel together

This could be the same group of people who went through the shortlisting stage with you. The ideal interview panel should have a range of people with a variety of viewpoints. For example, if you are hiring for a new Facilities Manager it may be helpful to have a Maintenance Team member on the panel. Depending on the level of responsibility that comes with the role, it may be a good idea to have a perspective that comes from outside your church (if possible) to offer a less involved perspective.

Please see the document appendix section for our interview panel guidance.

b) Make a schedule of interview times to keep track and email it to all panel members

c) Email all interviewees with clear instructions on how to get to the interview location, parking advice, a dress code (formal/smart casual); a reminder to bring their referee's details and of their interview date and time.

d) Re-read the interviewees application before their interview

This not only allows you to be able to engage more with the applicant during the interview, but it also shows the candidate you care and you take them seriously. Whilst re-reading, if there are any points that you think are interesting or could be valuable- ask more about it! Equally if there is anything you'd like to clarify; the interview is your opportunity.

e) Have your main questions prepared beforehand

Asking for examples of where candidates have displayed a specific skill or attribute is a good way to engage more with them about how they will meet the challenges of the role.

Similarly to the ranking system in the shortlisting stage, you should have a system to rank people during interviews. Obviously you won't have time to ask about every single criterion from your job description so pick a few skills or attributes that you feel are the most important, and ask specific questions about them.

It is also important to make sure panel members are clear about who will be asking which questions. This is to avoid interruptions and multiple questions being asked on the same topic. Also, having a specific



person asking about a particular skill allows all panel members to clearly evaluate and make a decision on how well each skill is matched.

f) Be prepared for the interviewee to have questions too

This may sound like the wrong way round- especially in an interview setting- but be sure to give interviewees a chance to ask any questions they may have. They will likely want to know more about your church's specific stances on some topics if nothing else.

g. Pray

Our church teams exist for the sake of the gospel, in the busy preparations don't let yourself be distracted from this. Take time to pray to the God who knows. God knows what is going to happen in the interviews and it is all within his sovereign plan. Take time to pray to Him and trust Him.

ii) Interview Day

- Make sure all panel members are on time to the interview
- Ensure that the place where the interview is held is clearly sign-posted to avoid candidates getting lost
- Have water on the table to offer the candidate
- Make sure you stick to the timing you gave the candidate in the email
- If you asked for references to be brought with them, make sure you ask for their contact details
- Remember to ask the candidate how long their notice period is

4. Checking References

Before you make any final decisions, it is wise to get in touch with the candidates' referees. You can either do this by phone or by email. Contacting referees by phone allows you to respond and adjust your questions to their answers but it is generally more time consuming. Using email allows you to ensure that all referees are asked the same questions and is less time consuming.

i) If you are contacting referees by phone

Some useful questions to ask may be:

- How would you describe the candidate's reliability and dependability?
- What was one of **[Candidate's Name]**'s biggest accomplishments while working for you?
- If you had the chance, would you rehire this candidate? Why/Why not?



- What are some of the candidate's weaknesses?
- How would you rate their work?
- How did they get along with other people?

ii) If you are contacting referees by email

Make sure that you word your questions on the response sheet to allow referees to explain their answer. For example, if one of their answers implies that the candidate would not be suitable for the role, you want to know a bit more detail so that you can make a judgment on whether you feel it would have an impact on their ability to carry out the role. It may be an idea to indicate a suitable time frame for when you wish the forms to be returned to you (and be sure to clarify which email address they should send the completed form to!).

To make this easier, we have provided a sample referee response sheet on the next page. Please be aware that you may need to adapt the sheet so that it is more specific for the role you are interviewing for.

iii) Informing Candidates of your decision after interviews and checking references

After checking the candidates' references and taking them into account, it is up to you and your interview panel to make the decision about who would fit best in your church team. It is a good idea to have a list of the top three candidates who you would like to hire in order of preference in case your first-choice candidate doesn't accept the job offer or has already accepted another job. Once this decision has been made you need to inform other candidates that they unfortunately did not get the position. Please feel free to adapt the sample email below for communicating this to unsuccessful applicants:

Dear **[Insert Name of Applicant]**,

Thank you for taking the time to meet with us about the **[Job Title]** role at **[Your Church Name]**. It was a pleasure to learn more about your accomplishments.

Unfortunately, at this time, we have decided to proceed with the selection process with another candidate.

We appreciate you taking the time and effort to come and meet our team and we wish you every success with your current employment search and professional endeavours.

Best wishes,



[Your Name]

[Job Position]

***Please turn to the Next Page for a sample referee response sheet. ***



Reference Form for Applicants

Applicant Name: **[Name of Applicant Here]**

We would really appreciate it if you could complete this reference form for the Applicant named above.

| |
|-------------------------------------------------------------------------------------------------------|
| <p><u>Referee Details</u></p> <p>Name:</p> <p>Address:</p> <p>Phone Number:</p> <p>Email Address:</p> |
|-------------------------------------------------------------------------------------------------------|

Can the information provided in this form be shared with the Applicant? Yes No

1. How long have you known the Applicant?
2. What relation do you have to the Applicant?
3. What would you say were the primary skills of the Applicant and why?

4. Please rank the Candidate's skills in each of the areas below from 1 (Poor) to 5 (Great):

| | 1 (Poor) | 2 | 3 | 4 | 5 (Great) |
|------------------------------------|----------|---|---|---|-----------|
| Leadership | | | | | |
| Teamwork | | | | | |
| Organisation | | | | | |
| Communication | | | | | |
| IT Skills | | | | | |
| Ability to adapt to new situations | | | | | |

5. Please summarise below why you think the Applicant would be suitable for the role of **[Job Position Here]**

Depending on the role you may wish to add in some of the questions below

6. Do you believe the Applicant is able to handle confidential information with discretion and without judgment? Yes No

7. In this role, the post holder is required to work with children, vulnerable adults and young people. Do you think the Applicant is suitable for this type of role?

End of Suggested Questions

8. Do you have any comments or concerns regarding this Applicant's suitability? If so, please write them in the box below.

I confirm that the details written in this form are accurate to the best of my knowledge.

Signed:

Date:

Thank you for taking the time to fill out this reference form, it is very much appreciated.

5. Making an Official Job Offer

A job offer can be made over the phone or via email. Phoning a candidate to tell them they got the job adds a personal touch and stands you in good stead for a successful working relationship. Emailing a candidate is also an accepted method of informing candidates of your decisions- this can either be an email with all of the important information included or an email with an official document attached. Any job offers made over the phone need to be followed up with a job offer in writing with the job title, salary, any benefits, who they will be reporting to and starting date.

If there are any conditions to the candidate getting the job (e.g. depending on results of criminal record checks, suitable references) this must also be made clear in the job offer.

Please find below a sample job offer email:

Dear **[Insert Name of Applicant]**,

Congratulations, we are delighted to offer you our **[Job Title]** position at **[Your Church Name]**. We have really enjoyed getting to know you better over the last few weeks and are looking forward to you joining our church staff team.

As discussed **[on the phone/during in the interview]**, please find attached a formal job offer. If you have any questions please don't hesitate to get in touch.

Best wishes,

[Your Name]

[Job Position]

Top Tip: Probation periods

Probation periods need to be long enough to allow both the employee and the church enough time to assess each other's suitability. In order for both parties to gain a clear idea of suitability, probation periods are generally between 3-6 months depending on the role.

Job Description- Church Administrator



Advertisement for Permanent Church Administrator

Job Title: Church Administrator

Salary: £ [Insert Salary Here]

Pattern of Working: Full-time [If You are Willing to Accept Applications for Doing This Job Part-Time or as a Job Share Include That Here]

The post holder may be required to work the occasional evening or weekend shift

Responsible to: Lead Pastor / Elders

Purpose of Role: Our church exists to spread the good news of Jesus Christ to our local area and to serve our church members. We are looking for someone to help us in this by facilitating and overseeing the day-to-day running of the church, managing the church staff and volunteers and support the lead pastor or elder to take the church forward.

Please look below for a description of the responsibilities that the role entails.

Contract type: This is a permanent, full-time role.

Job specific criteria (essential)

[Make a Bullet Point List Here of All Criteria You Require in a Church Administrator- any qualifications, number of years work experience, etc.]

We are looking for someone who has:

- Experience of running a Business or Charitable Organisation.
- A minimum of 2 years office or administrative experience.
- Strong computer skills (including knowledge of how to use MS Office) and an ability to operate office equipment.
- Excellent communication and interpersonal skills.
- A commitment to standing as a moral and upstanding representative of the church community.
- An ability to handle stress and problem solve.

Job specific criteria (desirable)

[Make a Bullet Point List of Any Criteria That Would be Preferred in a Church Administrator but Is Not Essential]

Person specific criteria (Essential)

For this role, we are looking for someone who supports and holds to the vision and mission of [Your Church Name Here]. They will be able to handle the constantly changing demands of the administrator role with discretion, effective decision making and confidence in managing multiple aspects of the role at the same time. They will be a skilled communicator who is not only self-motivated but also good at motivating and encouraging the church staff in their gospel work. The role will require someone who has very good people skills and has the ability to identify, equip and train church members for the work of ministry.

Key responsibilities

1. Church Office Management and Administration

- Build and maintain relationships with the congregation and community.
- Regularly reviewing, creating and implementing policies and procedures that will make the church office run more effectively.
- Oversee the church finances. This includes creating budgets, maintaining a petty cash record, overseeing payrolls and tracking and recording income from donations and sales. Present the church finances at the annual church meeting.
- Manage church communications including the church website and social media accounts.
- Creating and distributing church bulletins and newsletters.
- Manage the daily operations of the church.
- Ensure all data stored by the church meets relevant GDPR guidelines.
- Implement the child protection policy and make sure background checks are carried out on all children's ministry workers.
- Provide administrative support for all matters relating to communion, communicating to the church, funerals and weddings, baby dedications, bookings, etc.
- Manage the church diary, ensuring all office calendar boards are kept up-to-date and arranging events, scheduling meetings and appointments where requested.
- Ensure all key equipment in the church office such as computers and printers comply with the necessary service contracts and maintenance requirements.
- Maintain office supplies and records.

[Your Church Name Here] Job description- Church Administrator

- Organise the necessary risk assessments for daily church activities.
- Ensure essential fire alarm tests, boiler inspections and lift inspections are carried out as required.
- Support, encourage, develop and manage church office staff to fulfil the administrative requirements of the church by means of supervision and training sessions.
- Recruiting and hiring staff and volunteers and overseeing their work and holiday time schedules.
- Collaborating with the senior pastor and elders regarding ministry administration and the implementation of the mission and vision of our church.

2. Provide Administrative Support for Sunday Services

- Ensure the church main hall and children's ministry rooms are all prepared before Sunday.
- Ensure all the necessary resources are ready for the service including: cups for the children, making biscuits and squash easily accessible, printing the registers, and all volunteers are aware that it is their turn to serve.
- Prepare the weekly rotas for children's ministry workers, tea and coffee servers, people to count the offering, people to collect the offering, audio and visual teams, welcome team, set up and set down team, worship team, etc.
- Ensure any notes or sign-up sheets that need to be handed out to church members are printed and ready for collection at the admin desk.
- Manage copyright license and requirements.

3. Building Management and Maintenance

- Managing church security operations.
- Oversee the maintenance team to ensure that the church and its grounds are tidy and neat and is safe to open to the public.
- Ensure all equipment for tidying and maintaining the church grounds is provided and serviced as required.
- Ensure that the maintenance staff are supported and trained for the maintenance tasks across the building.
- Regularly meet with the church trustees to discuss general building maintenance requirements and health and safety concerns.
- Act as the main point of contact for insurers and make sure we are meeting the requirements laid out by our insurers.

4. Management of External Lettings or Conferences

- Manage an external letting or conference staff.
- Oversee and support staff to manage external lettings and conference hire of the church building. This includes explaining contracts and conditions of hire

[Your Church Name Here] Job description- Church Administrator

to potential hirers, ensuring any bookings do not obstruct the routine usage of the church building by the church family. Take charge of all health and safety risk assessments and contracts.

- Assist with renting church equipment.
- Enforce church policies for facility use.
- Resolve and manage any conflicts with regards to the use of the building.

5. Organising Events

- Coordinating, planning and executing outreach events such as Visitors Sundays with the help of the church staff. This includes organising catering, social media promotion, printing and the distribution of leaflets, any hiring that may need to take place and ensuring all health and safety requirements are met.
- Coordinating, planning and executing church events and Easter and Christmas services. This includes decorating the church building for these events.
- Act as the main point of contact for all enquiries regarding building letting and key events in the church calendar.
- Manage and support volunteers to successfully host church events.

Contact Point and Interview dates:

If you have any queries about this role, please get in contact with **[Church Administrator Name Here]** at: **[Email Address/Phone Number Here]**

First sift date: **[Date to Have Gone Through all the Applications and Told Applicants if They Have an Interview By]**

Interview dates: **[Date When Interviews Will Be Held]**

Job Description- Admin Assistant



Advertisement for Permanent Admin Assistant

Job Title: Admin Assistant

Salary: £ [Insert Salary Here]

Pattern of Working: Full-time [If You are Willing to Accept Applications for Doing This Job Part-Time or as a Job Share Include That Here]

Responsible to: Church Administrator

Purpose of Role: Our church exists to spread the good news of Jesus Christ to our local area and to serve our church family members. In order to do this effectively, we are looking for someone to support our church administrator and the church team with general admin duties. *Please look below for a description of the responsibilities that the role entails.*

Contract type: This is a permanent, full-time role.

Job specific criteria (essential)

[Make a Bullet Point List Here of All Criteria You Require in an admin assistant- any qualifications, number of years work experience, etc.]

Key responsibilities

1. General Office Duties

- Offer tea and coffee to visitors
- Along with other staff help keep the office, photocopier room and kitchen clean and tidy.
- Answer the church office phone.
- Order kitchen supplies and keep a daily log of the main fridge temperature in the kitchen for health and safety records.
- Respond to general enquiries sent to the church email address.
- Empty the shredder weekly and oil it.
- Make sure the admin desk iPads are charged every week and that all the rotas are correctly stored on them (which requires a good knowledge of Dropbox and iCloud).

[Your Church Name Here] Job description- Admin Assistant

- Open daily post and keep a log of everything that comes in and distribute parcels to whomever they're addressed.
- Keep all stationery stocked up (including stamps, printer toners, etc.)
- Order books and supplies where requested.
- Maintain a record of all account passwords (online and otherwise) such as Amazon, Vimeo, iTunes, Apple ID, etc.
- Have a knowledge of how to use the photocopier (including connecting a PC or laptop for the first time), banner printing and scanning properly (to create neat documents).
- Make sure all first aid kits are kept well-stocked and in date.
- Make sure first aiders are trained and book refresher courses where needed.
- Keep admin desk in the main hall tidy.
- Check the admin desk every Monday for messages that may have been left on Sunday.
- Before breaking bread, make sure there is a supply of plastic communion cups, wine and Ribena.

2. Caring for Church Members and Visitors

- Arrange flowers to be sent to members/friends when requested.
- Burn MP3 of Sunday message to CDs every week and send to several older members of the congregation.
- Maintain a record of Staff birthdays and organise cakes (includes buying cake, finding a suitable time to gather staff to sing and clear-up afterwards).

3. Assist in the organisation of outreach events

- Assist the Church Administrator and other staff members with research for events
- Make sure the office calendar boards are kept up to date to include all club dates, emailing anyone who may need to know of any room changes or date changes and replying to church members when they request use of a room.
- Support the church Administrator organise visitors Sundays and other events. This includes helping to recruit volunteers when not enough sign up, helping order equipment and food; and phoning volunteers close to the date to remind them of what they're doing.
- Assist organisers of clubs and societies with anything they need. This includes: checking dates and room availability, communicating with the facilities so that the correct rooms are set up on time and responding to incoming emails from people interested in attending any clubs.
- Make various event sign-up sheets using Word and incorporating artwork provided.
- Make any event signs that are requested using photoshop and word.

4. Maintain Church Members database

- Keep the database up-to-date. Add new members or babies (updating contact information along the way) and remove people who have left or have passed away.
- Keep the rota groups up-to-date.
- Regularly back up the database.
- Provide members of staff with various CSV reports from the database upon request e.g., a list of anyone aged 16-30 in the church or anyone added in the last year.

5. Christmas

- Work with the church administrator to find a suitable Christmas card and order them
- Handwrite the Christmas cards and make it clear who is who for the pastoral team to sign.
- Once the pastoral team have signed the cards, write out the envelopes for each card.
- Organise and assist the card sorting team. Order Christmas treats for the sorting and ensure the tables are set out and cleared away afterwards.
- Help with decorating the building which includes the main hall and foyer area. Organise a team of decorators if needed.

Add Any Other Responsibilities that Your Church May Require from an Admin Assistant Here e.g. assisting with a specific area of outreach for your church such as food bank or night shelter

Contact Point and Interview dates:

If you have any queries about this role, please get in contact with **[Church Administrator Name Here]** at: **[Email Address/Phone Number Here]**

First sift date: **[Date to Have Gone Through all the Applications and Told Applicants if They Have an Interview By]**

Interview dates: **[Date When Interviews Will Be Held]**

Job Description- Facilities Manager



Advertisement for Permanent Facilities Manager

Job Title: Facilities Manager

Salary: £ [Insert Salary Here]

Pattern of Working: Full-time [If You are Willing to Accept Applications for Doing This Job Part-Time or as a Job Share Include That Here]

Responsible to: Church Administrator

Purpose of Role: Our church exists to spread the good news of Jesus Christ to our local area and to serve our church family members. We are looking for someone to help us in this by ensuring our church grounds and our church building are well maintained and can be opened safely to the public. *Please look below for a description of the responsibilities that the role entails.*

Contract type: This is a permanent, full-time role.

Job specific criteria (essential)

[Make a Bullet Point List Here of All Criteria You Require in a Facilities Manager- any qualifications, number of years work experience, etc.]

Key responsibilities

1. Organise Church Events

- Set Up and Clear Down

2. Cleaning Responsibilities

[Make A Bullet Point List of Rooms in Your Church That Your Facilities Manager is Responsible for Cleaning]

Example

- Foyers
- Main Hall
- Stairwell
- Children's Ministry Rooms (Upstairs)

[Your Church Name Here] Job description- Facilities Manager

- Breaking of Bread- Equipment
- Coffee Machines

3. Oversee the storage areas within the [Your Church Name Here]

[Make a Bullet Point List of Rooms in Your Church That Your Facilities Manager is Responsible for Cleaning]

Example

- Main Store Room
- Electrical Cupboard
- Office Store Rooms
- Boiler Room

4. Oversee Heating Programme

- Organise Heating for Events
- Organise Hot Water for Events

5. Oversee the General Maintenance of [Your Church Name Here]

- General Painting and Decorating
- Carpet Cleaning
- Maintaining Toilets and Kitchen Facilities
- Replace Light Bulbs
- Maintain Fixtures and Fittings
- Ensure the internal and external windows are cleaned on a regular basis.

6. Oversee the Weekly/ Monthly/ Yearly Fire Regulation Checks

- Complete weekly Fire Alarm Test
- Complete a weekly emergency lighting test
- Check all fire extinguishers
- Complete the Fire Alarm Log book
- Complete an Annual Fire Risk Assessment Report.

7. Oversee Health and Safety Regulations

- Complete a risk assessment for the following on-going activities:
 - Sunday Morning Meetings
 - Children's Ministry Classes
 - Mothers and Toddlers

[Your Church Name Here] Job description- Facilities Manager

- o Clubs and Societies

8. Lead and Co-ordinate the Church Project Teams

- Church Maintenance Team
- Garden Team
- Clear Up Teams

9. Oversee the ordering of church supplies

- Oversee and Order Cleaning Supplies
- Oversee and Order General Sunday Morning Supplies
- Oversee the ordering of supplies for church events

10. Maintain the Grounds and Car Park around **[Your Church Name Here]**

- Ensure the car park and church grounds are tidy and free from any hazards or danger
- Maintain the flower Beds
- Maintain Grass Areas
- Maintain and cut back tree and hedges
- Plan and ensure the car park lines are visible.
- Ensure all walkways to the building are safe during wintertime.
- Weekly Littler Pick (And before an event)

11. Oversee the Recycling throughout **[Your Church Name Here]**

- Liaise with Waste Savers to ensure our contract is maintained
- Ensure that the recycling is ready for the weekly scheduled pick-ups.

12. General

- Oversee and organise the set up / take down of the Baptismal pool.
- Attend an Admin Team Meeting every week.
- Regularly check e-mail and liaise with Church Administrator.

Contact Point and Interview dates:

If you have any queries about this role, please get in contact with **[Church Administrator Name Here]** at: **[Email Address/Phone Number Here]**

[Your Church Name Here] Job description- Facilities Manager

First sift date: **[Date to Have Gone Through all the Applications and Told Applicants if They Have an Interview By]**

Interview dates: **[Date When Interviews Will Be Held]**

Job Description- Maintenance Team Member



Advertisement for Permanent Maintenance Team Member

Job Title: Maintenance Team Member

Salary: £ [Insert Salary Here]

Pattern of Working: Full-time [If You are Willing to Accept Applications for Doing This Job Part-Time or as a Job Share Include That Here]

Responsible to: Facilities Manager

Purpose of Role: Our church exists to spread the good news of Jesus Christ to our local area and to serve our church family members. We are looking for someone to join our church maintenance team to help us ensure our church grounds and our church building are well maintained and can be opened safely to the public. *Please look below for a description of the responsibilities that the role entails.*

Contract type: This is a permanent, full-time role.

Job specific criteria (essential)

[Make a Bullet Point List Here of All Criteria You Require in a Facilities Manager- any qualifications, number of years work experience, etc.]

Key responsibilities

1. Assist in the General Maintenance of [Name of Your Church Here] which includes:
 - General Painting and Decorating
 - Carpet Cleaning
 - Replacing Light Bulbs
 - Maintaining Fixtures and Fittings
 - Cleaning internal and external windows on a regular basis
 - Completing the relevant Maintenance Schedules every week

2. Cleaning Responsibilities

[Make A Bullet Point List of Rooms in Your Church That Your Maintenance Team is Responsible for Cleaning]

Example

- Coffee Machines
- Main Hall
- Stairwell
- Children's Ministry Rooms
- Breaking of Bread- Equipment

3. Assist in the maintenance of church grounds and carpark

- Ensure the car park and church grounds are tidy and free from any hazards or danger
- Maintain the flower beds
- Maintain grass areas
- Maintain and cut back tree and hedges
- Ensure all walkways to the building are safe during wintertime
- Litter picking on a weekly basis including days where there is an event

4. Assist in tidying the church storage areas

5. Assist in the set-up and clear down of rooms for events

6. Assist in the management and ordering of church supplies

- Tea and coffee supplies
- General Sunday morning supplies
- Supplies for large church events

7. Work as part of the maintenance team

- Support other team members in completing joint tasks
- Be willing to cover other tasks in absence or holidays
- Be willing to work unsocial hours on occasions to cover the needs of the church

Contact Point and Interview dates:

If you have any queries about this role, please get in contact with **[Church Administrator Name Here]** at: **[Email Address/Phone Number Here]**

Interview Panel Guidance

First sift date: **[Date to Have Gone Through all the Applications and Told Applicants if They Have an Interview By]**

Interview dates: **[Date When Interviews Will Be Held]**

Interview Panel Guidance



Guidance for Interview Panel Members

1. Prepare Well: Understand the Role and Person Specification

Before the interview, take time to carefully review the role description and person specification. In a church context, this is especially important because roles often combine practical responsibilities with spiritual sensitivity.

- **Clarify the purpose of the role:** How does it support the mission and ministry of the church? What difference could this role make to the staff team?
- **Identify key responsibilities:** What are the key responsibilities- does the role include administration, facilities, safeguarding, volunteer coordination, or finance?
- **Distinguish essentials vs. desirables:** Be clear on what is non-negotiable (e.g. qualifications, experience, reliability, alignment with values) versus what can be developed over time.

A helpful question to hold in mind: *“What does success look like in this role after 6–12 months?”*

2. Agree Your Benchmark: What Does “Good” Look Like?

Before meeting candidates, the panel should align on how you will assess them:

- Set clear criteria based on the person specification.
- Define what strong, acceptable, and weak answers look like for each area.
- Avoid moving goalposts during the process—consistency is key for fairness.
- Balance competence and character: In a church setting, both ability and character matter.

You might find it helpful to think in three areas:

- **Capability** (skills, experience, ability to do the job)
- **Chemistry** (how they might work with the team and congregation)
- **Calling/conviction** (their motivation and alignment with the church’s mission and values)

3. Assessing Suitability During the Interview

a. Skills and Experience

- Ask for specific examples (“Tell us about a time when...”).
- Look for transferable skills, especially if candidates are new to church contexts
- Probe how they handle organisation, problem-solving, and competing priorities.

b. Values and Church Fit

- Explore their understanding of working in a church environment.
- Assess their respect for the church’s beliefs and practices, even if they come from a different background.
- Look for servant-heartedness, humility, and teamwork, these are often crucial in church staff teams.

c. Judgment and Integrity

- Church roles often involve confidential information, safeguarding, and trust.
- Ask scenario-based questions to see how they would respond in sensitive situations.

d. Interpersonal Skills

- Consider how they communicate: are they clear, warm, and respectful?
- Think about how they might interact with staff, volunteers, and congregation members of all ages.

4. Use a Consistent and Fair Process

- Ask the same core questions to each candidate.
- Take structured notes against agreed criteria.
- Avoid being overly influenced by first impressions or personal affinity.
- Ensure all decisions are evidence-based, not just “gut feeling.”

5. We need God's help in our discernment

In addition to standard good practice, church interviews often include an element of spiritual discernment:

- Take time (personally or as a panel) to pray before and after interviews.
- Listen not only to answers, but also to motivation, attitude, and heart.
- Consider whether the candidate demonstrates a genuine desire to serve, not just to perform a job.

7. After the Interview: Reflect Carefully

- Score candidates against the agreed criteria before discussing as a group.
- Share observations openly, but respectfully.
- Be prepared to say:
 - “Yes” – clearly suitable
 - “No” – not suitable
 - “Appointable but not the strongest” – helpful if comparing candidates

Ask:

- *Can this person do the role well?*
- *Will they contribute positively to the church community?*
- *Are there any risks we need to consider?*

8. Final Thoughts

A church staff role is not just about efficiency, it's about enabling ministry so that the gospel can be preached. The right candidate will combine practical competence with a heart for service, helping the church function well.