

Role description

Job title	RCL Church Assistant (Part-time, Fixed Term)
Contract	Part-time, 20 hours (1-year fixed-term contract) Days worked must include Sundays and Mondays
Reporting to	RCL Director of Operations

Purpose of the role

The RCL Church Assistant will play an important role in supporting the life and ministry of the church through excellent administration, practical organisation and pastoral support. Working closely with the RCL Director of Operations and Director of Pastoral Care, the role holder will serve across several areas of church life, helping ministries to flourish, supporting volunteers and creating spaces where people feel welcomed, cared for and connected. This opportunity is open to members of the Reality Church London community who sense a calling to serve the church in this way.

Key responsibilities

Operations *(working in conjunction with RCL Director of Operations)*

- Sunday Command: point of contact and oversight on Sundays, helping to coordinate different teams, communicating with the venue management and ensuring things run smoothly
- Support/Oversight of key events in the life of the church like the Weekend Away, Church Summer Day, Vision Day etc.
- Support for regular gatherings such as Prayer & Worship, Men's & Women's Bible Studies, Outreach, Alpha/Christianity Explored etc.
- Assist in preparing and distributing the weekly RCL update email.
- Update and maintain the ChurchSuite events calendar and the RCL events webpage.
- Support the church's social media presence i.e. RCL Instagram and YouTube by managing updates and engagement, while sourcing content from church services, events and ministry activities throughout the year.
- Review ChurchSuite volunteer rotas to help ensure Sunday teams are well supported with volunteers.
- Maintain accurate Sunday attendance records for Central Foundations Boys' School venue hire reporting and attendance monitoring.

Pastoral care *(working in conjunction with RCL Director of Pastoral Care)*

- Support the Women's Bible & Breakfast ministry by helping to foster community, encourage connection and assist with the practical organisation of gatherings alongside the Director of Pastoral Care and the Pastoral Care Team.
- Support the coordination of Response Time Prayer and Prayers of the People.

- Provide pastoral administration, including:
 - preparing and maintaining rotas
 - ensuring a diverse mix of volunteers with appropriate gender balance where possible
 - communicating with volunteers regarding availability and rota changes
 - arranging cover where needed.
- Support the RCL membership process for women by assisting with membership interviews and updating membership records and processes alongside the Pastoral Care Team.
- Provide additional pastoral administrative support as required.

General responsibilities

- Provide administrative support and practical assistance to ministry directors during busy periods and at key moments throughout the church calendar.
- Participate actively in weekly staff team meetings, contributing ideas, updates and prayerful engagement in discussions.
- Work collaboratively across ministry teams, contributing to a healthy staff culture and supporting the wider vision and mission of the church.
- Undertake other duties appropriate to the role as reasonably requested by the Directors.

Person specification

Essential

- A growing love for Jesus and a heart to serve His Church.
- Excellent organisational and administrative skills with strong attention to detail.
- Strong written and verbal communication skills.
- Ability to manage multiple priorities, work independently and use initiative.
- Competent in Microsoft Office, SharePoint and able to learn new systems.
- Ability to maintain confidentiality and handle sensitive information with wisdom, care and discretion.
- Warm, approachable and able to build positive relationships with people from a wide range of backgrounds.
- Able to work collaboratively as part of a team.
- Organised, dependable, proactive and able to take ownership of tasks.
- Flexible and adaptable, with a willingness to support different areas of church life as needs arise.
- A genuine servant-hearted attitude and desire to support the ministry and mission of the church.
- Demonstrates emotional maturity, integrity, sound judgement and professionalism.
- Supports the vision, values and mission of Reality Church London.

Desirable

- Previous experience working in a church, charity or ministry setting.
- Experience coordinating volunteers.
- Experience creating digital communications and social media content.
- Website content management experience.

- Experience using a church management system such as ChurchSuite, or the ability to learn new systems quickly.
- An understanding of pastoral care within a church context.

Occupational requirement

As this role involves supporting the ministry and pastoral work of the church, there is a Genuine Occupational Requirement under Schedule 9 of the Equality Act 2010 for the postholder to be a committed Christian who actively supports and upholds the vision, values and beliefs of Reality Church London.

In line with our safeguarding and safer recruitment policies, this post requires an Enhanced DBS disclosure. Offers of employment will be subject to a satisfactory Enhanced DBS check.

The successful candidate will need two references: one who is a mature Christian who knows you well, one who has worked with you in a professional capacity

Hours: 20 hours (must include Sundays & Mondays)

Reports to: RCL Director of Operations

Salary: £15,000 part time pro rata (£30,000 FTE)

To Apply

Please email a CV and cover letter to daniel@realitychurch.london before **5pm on 15th August 2026**. For any further information about the role please get in contact with Daniel using the e-mail above.