

JOB DESCRIPTION - Overview

Job Title: Sunday Services & Facilities Support

Location: Verso Vineyard Church, Brick Knoll Park, St Albans, AL1 5UG

Reports to: Facilities Manager

Hours of work: 7.5 hours per week
Sundays and other events as required

Purpose of role: Verso comes to life when people walk through the doors ready to worship, connect with others and encounter God. None of that happens without a building that's ready, safe and welcoming.

In this role, you will be the **practical point of contact** who makes that possible, working closely with the Facilities Manager and Facilities Team to keep every Sunday running smoothly.

You will **recruit, lead and co-ordinate a volunteer team**, helping people feel equipped, valued and part of something that matters.

Between Sundays, you will **support the wider Facilities Team**, playing your part in keeping Verso a well cared for resource for ministry and mission.

Key Responsibilities

Sunday Services Operations

- Take ownership of the building each Sunday, making sure it's set up beautifully and set down properly afterwards, so people walk into a space that's ready for them to meet God.
- Be a visible, practical point of contact as required, giving staff, volunteers and visitors confidence that someone is on hand.
- Provide security and safety oversight, keeping the building and everyone in it well cared for.
- Provide calm, decisive emergency response in relation to evacuation or other threats, so people know they're in safe hands.
- Complete the weekly service counts and maintain accurate records, helping the wider team understand and plan for how the church is growing.

Volunteer Co-ordination

- Recruit, rota and co-ordinate a volunteer team, building a group of people who feel equipped, valued and glad to serve.
- Provide basic training and set clear expectations, empowering volunteers to serve with confidence.

Facilities Support

- Support the Facilities Manager with day-to-day building tasks between Sundays as capacity allows, playing your part in keeping Verso a well cared for resource for ministry and mission.
- Provide Facilities Team cover at events as required, helping the building serve the full breadth of church life.

Other requirements

- Comply with all Church operating policies and procedures.
- Contribute to the effective running and development of the Church.
- Carry our church's culture of Christian values and practices in all aspects of the role and in all interactions.
- Participate in the Christian practices of the team e.g. staff meetings, prayer and worship times etc.
- Demonstrate a clear, personal commitment to the Christian faith. *
- Attend line management meetings and weekly staff meetings.
- Participate in annual performance reviews.
- Undertake any training or personal development as required.
- Any other duties reasonably requested by your line of management.

KEY FACTORS

Employee Reports: Facilities volunteers
Financial Responsibility: None

* Occupational Requirement

Note: Due to the nature of the role, there is a Genuine Occupational Requirement (GOR) that the post-holder is a practicing Evangelical Christian and is fully aligned with the church's vision and values. You will be expected to be an active member of our church family. The genuine occupational requirement for this post is implemented under Employment Equality (Religion and Belief) Regulations 2013.

Please note this role will only be appointed alongside a part-time Facilities Manager.

This job description is a summary of the key areas of responsibility in the job. It is not intended as a definitive statement of job content. The job description will be reviewed periodically and may be subject to amendment.

The Person

- **Reliable and hands-on:** happy to get stuck into the practical jobs that make a building ready and safe each week.
- **Calm under pressure:** able to think clearly and respond sensibly if something goes wrong during a service.
- **A visible, approachable presence** for volunteers, staff and visitors on a Sunday morning.

- **Well organised**, keeping on top of rotas, counts and records without needing to be chased.
- **A team player** who works well alongside the Facilities Manager, volunteers and other Sunday teams.
- **Flexible** and willing to turn a hand to whatever the building or the day needs.
- **Committed** to the mission and values of Verso Vineyard Church.

The Heart of the Role

This role keeps Sunday mornings running the way they should: safe, welcoming and ready for people to walk in and encounter God. It's a practical, people-facing job – a steady presence volunteers can rely on, a problem-solver when something needs sorting, and someone who takes real pride in getting the building right, week after week.

PERSON SPECIFICATION

ITEM	ESSENTIAL	DESIRABLE
QUALIFICATIONS	• Basic GCSE's or equivalent	• First Aid • Fire Marshalling
SPECIAL SKILLS	• Good communication skills, comfortable talking to volunteers, staff and visitors • Practical, hands-on approach to setting up and clearing down a building	• Basic practical skills • Physically able
WORK / VOLUNTEER EXPERIENCE	• Experience working or volunteering with a team • Customer service or public-facing experience	• Experience recruiting, rotaing or co-ordinating volunteers • Experience working in a church or charity setting
KNOWLEDGE	• Basic awareness of health & safety and fire safety	• Working with volunteers • Awareness of Martyn's Law requirements
SPECIAL FACTORS RELEVANT TO THE POST	• Deeply aligned with Vineyard values and theology. • Adherence to the Statement of Faith of Vineyard Churches UK • Adherence to the Vision & Values of Verso Vineyard Church • Able to sign the Evangelical Alliance statement of faith. • Clear DBS – if required • Strong personal faith	