



HEAD OF MINISTRY SUPPORT JOB AND PERSON SPECIFICATION

Christ Church Haywards Heath is a growing church with a congregation of around 160 members in a town of 45,000 people. We are led by an eldership made up of 6 men, two of whom are set aside for full time ministry. We currently have a staff team of 6, which also includes a Pastor in Training with responsibility for Youth (F/T) Children's worker (P/T), Administrator (P/T), and bookkeeper (P/T), and a Ministry Trainee.

We have a remarkably broad mix of ages, social and ethnic backgrounds. We are looking to the Lord to keep growing both spiritually and numerically.

We are an independent evangelical church affiliated to the Fellowship of Independent Evangelical Churches (FIEC) and through the FIEC we belong to Affinity. We are also members of the Sussex Gospel Partnership (SGP).

The congregation, which on a Sunday morning is about 200, has all ages represented and a thriving children and youth ministry. There are around 12 various local small groups meeting each week with a focus on discipleship and evangelism.

A majority of ministries operate throughout the week from our church building located on New England Road. However, we meet in a local Primary School for our Sunday services due to outgrowing our general meeting space in the current church building.

A. Job Description

Main purpose of the job

Responsibility for all the support ministries of the church, including the church office, property, legislative compliance, HR functions, support staff and volunteer deacons in 'practical' ministries so the elders can be free to focus on preaching, teaching, leading, discipleship and prayer.

Key Responsibilities

1. Oversight of the Practical teams for Sunday Services

- Ensure plans for each Sunday are communicated to all teams
- Oversee the Welcome team to ensure a warm welcome and visitors are followed up
- Ensure that regular Connect and New Member courses are put on and run for Sundays
- Oversee the AV and Sound team to ensure that AV and Sound happen well to ensure the services are seen and heard in person and online
- Oversee the refreshment Sunday team, providing outstanding hospitality to guests
- Liaise with the school regarding all aspects of hire of the local primary school
- Be responsible for all legal compliance and health and safety aspects for public services

2. Co-ordinating church ministries and teams

- Oversee all church communications externally and internally – digital and traditional, of vision, information, events as required including Church website and social media channels
- Liaise between teams and ministries to ensure all aware of current strategies and events
- Support ministries and teams as needed to ensure each ministry has the practical resources required (Room bookings, advertising of their events, necessary equipment)

3. Oversight of CCHH Facilities, Maintenance, IT & Infrastructure

- Line manage Cleaners and facilities team ensuring safe and functioning buildings
- Manage the effective use of the building to serve CCHH ministries, ensuring we provide a safe and healthy environment
- Be responsible for insurance, health and safety, food hygiene, fire assessments, risk management, infrastructures, GDPR, and accessibility issues
- Oversee and implement the church's IT systems and infrastructure, ensuring that equipment, systems and security protocols are fit for purpose

4. Oversight of the Administration & General Operations Functions

- Plan, design, develop, and implement operational procedures, processes and systems for the church (currently using Church Suite)
- Manage all centralised contracts and purchases (including photocopiers and printers, phones, church management software etc) to serve the church cost-effectively
- Line manage the Office Administrator, Finance Administrator and office volunteers, ensuring that all admin systems are operating effectively and cost efficiently
- Be responsible for CCHH's Yearly Planner for the purposes of strategic awareness, forward planning and operational deadlines in conjunction with Full- Time Elders
- Oversee key events in the church calendar, such as Easter and Christmas, for operational planning and deadlines, liaising with the Full-Time Elders as needed
- Manage any large church-wide events and conferences, and to support other staff teams/ members in running their events in relation to risk management, health and safety, insurance and cost.
- Ensure legal compliance and that all policies are current and in use

5. To assist in the Management of CCHH's Finances (in conjunction with Finance Trustee)

- Assist in planning the annual budget to serve CCHH vision, alongside the Elders and Trustees in consultation with staff and members
- Ensure monthly and annual accounts and budgets are prepared and reported to the Elders and Trustees
- Monitor and oversee church budgets with staff, as appropriate
- Line manage the staff members of the Finance Team
- Ensure compliance with financial procedures and finance systems
- Oversee any applications for grants and funding

6. Supporting the Elders and Trustees with Governance

- Ensure the actions of CCHH comply with safeguarding, charity and employment law
- Be part of the finance team (as above)
- Attend Elders and Trustee meetings as required, to report and advise
- Report to the Elders information and issues as deemed appropriate, and to be available to the Elders for any questions
- Fulfil the Church's reporting requirements to the Charity Commission

7. Be an active member of CCHH and contribute to the wider church life:

- To be an active member of the church community, including attending at least one Sunday gathering and a midweek community group within the church each week
- To attend staff meetings on Mondays
- To attend and engage with monthly supervision with nominated Elder currently Graham Nicholls
- To uphold the vision and values of CCHH
- To act in the best interest of CCHH

B. Person Specification

We expect certain qualities from all staff members:

- A Christian who is in good standing with their local church
- A commitment to the authority and teachings of the Christian Bible
- A determination to live consistently as a Christian disciple, including honesty, integrity and general godliness
- Who loves the Lord and loves people
- Who is seeking to live wholeheartedly for the Lord and growing in godliness
- A commitment to the beliefs and vision of the church (in particular complete agreement with the Statement of Faith and comply fully with the 'code of practice for Trustees and Employees' and align themselves with our distinctives and handbook/practice as a church)
- An ability to understand and encourage others, work as a team and communicate well
- As a condition of employment, all staff are expected to operate as active members of this church, modelling discipleship and contributing to the life and witness of the church

In addition, for this particular role, we are looking for someone:

- With demonstrable leadership skills and a good understanding of the workings of an active evangelical church
- Who is a confident strategic thinker and initiative-taker, with the proven ability to analyse complex issues and find a range of solutions
- With strong planning, organising and decision-making abilities who shows good judgment and appropriate confidentiality, demonstrating patience and flexibility
- Who must have a good knowledge of IT and communications solutions appropriate for a local church context. Be competent using email, word processing, spreadsheets, *desktop publishing tools and web publishing methods*
- Is a self-starter who prizes innovation and leading with vision but also a team player who is self-aware and able to harness others and build strong relationships
- High levels of emotional intelligence
- Recognised track record in excellent training of others, volunteer management and building sustainable structures and systems
- Experience of budget setting and financial reporting
- Effective communicator, both verbally and in writing, with an ability to relate to staff at all levels of seniority
- Good organisational skills to meet any deadlines as required throughout the church year

- Commitment to learning new skills and personal development
- an ability to learn on the job, and to research necessary policies
- A strong sense of responsibility for all aspects of church life

Desirable but not essential qualities would include

- Experience working with Microsoft, Google Applications and WordPress
- Experience working with Church Suite
- Safeguarding and GDPR training

Occupational requirement

The Job holder must be a Christian in full agreement with our basis of faith and distinctive and undertake an Enhanced DBS.

C. Working Conditions

- **Hours:** minimum of 37 hours per week, including some evenings and extra time on Sundays
- **Salary:** £32,000-40,000 depending on skills and experience
- **Place of work:** At the church offices in Haywards Heath
- **Holidays:** 5 weeks

Application process

- **Closing Date for applications is**
- Shortlisting will begin and successful applicants will receive an invitation to interview within two weeks of the closing date. Interviews will then follow shortly after.
- This post is subject to satisfactory references .
- Start date will be January 2026 or as agreed otherwise.

We encourage applicants unfamiliar with Christ Church Haywards Heath to visit the church on a Sunday before application where feasible.



Christ Church Haywards Heath

Code of Practice for Trustees and Employees

As a Christian organisation committed to working with people in positions of trust it is expected that all paid staff and Trustees conduct themselves in a manner which will give proper expression to faith in Jesus Christ as Lord. Therefore there is an expectation on all staff to adhere to the following standards as the general pattern of their lives. Some typical bible references are provided, but this is not an exhaustive list

1. Maintain a personal devotional life through regular times of prayer and Bible reading (Psalm 119; Col 4:2)
2. Attend regularly a local church and to be in good standing with that church (Heb 10:25; 1 Tim 4:13-14)
3. Be involved in service and proclaim the gospel word and deed (Col 1:23)
4. Live a life of repentance (Luke 24:47)
5. Abstain from involvement in the occult, astrology and witchcraft (Deut 18:10-12; Acts 19:19; Galatians 5:19-20)
6. Seek to be Christ-like in attitude and action towards all persons regardless of race, social class, religious beliefs or position of influence within the community (Lev 19:18; Matt 22:39)
7. Be honest in all areas of handling money and finance and abstain from gambling (Ex. 20: 15; Luke 16:13-15; Col 3:5)
8. Be honest in speech and avoid all speech which would be regarded as blasphemous and profane (Col 4:6; Eph 5:4)
9. Maintain a working environment free from harassment, bullying and victimisation by anyone (1 John 4:7)
10. Totally abstain from the use of illegal drugs and abstain from drunkenness or excessive compulsive drinking habits (1 Cor 6:10; Eph 5:18)
11. Have a lifestyle that recognises that God's gift of sexual intercourse is to be enjoyed exclusively within Christian marriage; abstaining from all sexual sins including immodesty, the persistent viewing of pornography; fornication, adultery, cohabitation, homosexual behaviour and wilful violation of your birth sex (Gen 3:7,21; 1 Cor.12:23; 1 Cor. 6:12-20; Eph. 4: 17-24; 1 Thess 4:1-8; Romans 1:26-27; 1 Tim 1:9-10; Genesis 1:27; Deuteronomy 22:5)
12. Ensure that your clothes and appearance are appropriate to your workplace

The Trustees will endeavour to balance their responsibility of care for all staff with the need to maintain a consistent Christian witness. A breach of any part of this code will result in disciplinary procedures and/or dismissal. If you are unsure about any behaviour and its impact upon your position, you must seek guidance from one of the Trustees

AGREEMENT

As long as I am working with Christ Church Haywards Heath as an employee or Trustee I agree to maintain the Christian ethos of the trust by accepting the above code of practice

Doctrinal basis and Key distinctives

We believe the following truths of historic, biblical Christianity:

1 God

There is one God, who exists eternally in three distinct but equal persons: the Father, the Son and the Holy Spirit. God is unchangeable in his holiness, justice, wisdom and love. He is the almighty Creator, Saviour and Judge, who sustains and governs all things according to his sovereign will for his own glory.

2 The Bible

God has revealed himself in the Bible, which consists of the Old and New Testaments alone. Every word was inspired by God through human authors, so that the Bible as originally given is in its entirety the Word of God, without error and fully reliable in fact and doctrine. The Bible alone is the complete, final, sufficient and authoritative revelation of God's will for mankind and for the belief and conduct of the Church and of the individual believer.

3 The Human Race

All men and women, being created in the image of God, have inherent and equal dignity and worth. Their greatest purpose is to obey, worship and love God. As a result of the fall of our first parents, every aspect of human nature has been corrupted and all men and women are without spiritual life, guilty sinners and hostile to God.

Every person is therefore under the just condemnation of God and needs to be born again, forgiven and reconciled to God in order to know and please him.

4 The Lord Jesus Christ

The Lord Jesus Christ is fully God and fully man. He was conceived by the

Holy Spirit, born of a virgin, and lived a sinless life in obedience to the Father. He taught with authority and all his words are trustworthy. On the cross he died in the place of sinners, bearing God's punishment for their sin, redeeming them by his blood. He rose from the dead and in his resurrection body ascended into heaven, where he is exalted as Lord of all. He intercedes for his people in the presence of the Father.

5 Salvation

Salvation is entirely a work of God's grace and cannot be earned or deserved. God in love chose his people before the world began so that they might be conformed to the image of his Son and receive all the blessings of eternal life. Salvation has been accomplished by the Lord Jesus Christ and is offered to all in the gospel. Those whom the Father chose are given new life through the Spirit, who convicts them of their sin and grants repentance and faith. All who repent of their sins and who believe in Christ are forgiven, justified by faith alone, adopted into the family of God, sanctified, and finally glorified in heaven.

6 The Holy Spirit

The Holy Spirit has been sent from heaven to glorify the Lord Jesus Christ. He applies Christ's work of salvation to sinners as he imparts spiritual life and gives a true understanding of the Scriptures. He lives in all believers, bringing assurance of salvation and producing increasing likeness to Christ. It is by his Spirit that Christ builds and sanctifies his Church, equipping and empowering its members to serve him.

7 The Church

The universal Church is the body of which Christ is the head and to which all who are saved belong. It is made visible in local churches, which are congregations of believers who are committed to each other for the teaching of the Word, for fellowship, for the Lord's Supper and for prayer. To local churches is committed the defence and proclamation of the gospel, the recognition and use of Christ's gifts, and the care and discipline of the people of God. The unity of the body of Christ is expressed within and between local churches by mutual love, respect, care and encouragement.

8 Baptism and the Lord's Supper

Baptism and the Lord's Supper have been given by Christ as visible signs of the gospel. Baptism is a sign of union with Christ and of entry into his Church. It does not impart spiritual life or wash away sin, but symbolises the cleansing that is received by faith alone.

The Lord's Supper is a commemoration of Christ's sacrifice offered once for all and a sign of continued union with him and with his Church. Its benefits are received by faith.

9 The Future

The Lord Jesus Christ will return in glory. He will raise the dead and judge the world in righteousness. The wicked will be sent to eternal punishment and the righteous will be welcomed into a life of eternal joy in fellowship with God. God will make all things new and will be glorified forever.

10 Sexuality

We affirm that we uphold the traditional biblical view that 1. sexual intimacy and intercourse is a gift to be enjoyed only within heterosexual marriage and that, outside of this setting, it is sinful; 2. marriage involves one man and one woman, who are not closely related members of the same family, bound together in a publicly witnessed and lifelong covenant relationship thus excluding casual, homosexual, polygamous and incestuous relationships. 3. the casual or habitual practice of sexual intimacy outside of marriage, the viewing of pornography, adultery, homosexual sex, transvestitism, transsexualism, paedophilia and abusive conduct all are contrary to God's will for human beings.

At the same time, we will always seek to make clear and to reflect in practice the forgiveness and grace that Christ extends in the gospel to all repentant sinners - including those for whom sexual sin has formed a major part of their backgrounds. Recognising that many Christians struggle with sexual temptation (whether of a same-sex or heterosexual nature), we will prayerfully seek to provide gracious support of one another in such struggles.

11 The role of women

We understand that Christ has given gifts to the church through the Holy Spirit. These gifts include men and women equipped and empowered for specific service, who are to be formally recognised by the church. We understand that there are two groups of such recognised servants in the local church, the elders and the deacons.

Deacons are those who are recognised by the church as leaders in specific ministries and can be men or women. Elders are called to care for and supervise all aspects of the church. We understand that because elders lead and teach both men and women, only scripturally qualified men may be recognised for eldership.