

## CCS DIRECTOR OF OPERATIONS

*As a vine needs a trellis to bolster it and help it to flourish, our various ministries need someone to provide practical, operational and logistical support so that they can keep taking the name of Jesus forward energetically and faithfully. Could you be that person?*

<b>Employer</b>	Christ Church Southampton CIO
<b>Role</b>	Director of Operations
<b>Terms</b>	Full-time / permanent, reporting to Lead Pastor
<b>Hours</b>	Mainly office hours (Monday to Friday), with some evening meetings

### INTRODUCTION TO THE CHURCH

Christ Church Southampton is an evangelical church marked by a deep desire to bring honour to Christ through taking his gospel to the city of Southampton and beyond through evangelism and church planting, and equipping believers for increasing love for Christ, maturity in faith and competence in ministry.

- **History.** The church was established around 18 years ago. From small beginnings, we've developed into a busy and bustling community.
- **Affiliation.** We are affiliated with the FIEC, Reach South and the Pillar Network.
- **Demographic.** Every age group is represented among us, but overall we are a young community, with perhaps half our number aged under 30. A large proportion have lived in Southampton less than 10 years and the community includes a large number of different nationalities.
- **Numbers.** On a typical Sunday in term-time, we see around 420-440 people (including children) attending at least one of our main gatherings. There are around 35 small groups meeting each week.
- **Premises.** Since 2016, we have operated from church offices in Burgess Road Library. Most formal church activities (apart from Sunday morning gatherings) take place in the building.
- **Staff and leadership.** We currently have 22 members of staff (pastors, student workers, twenties workers, children's and youth workers, international worker, pastoral assistant, 11 ministry trainees, administrator and operations manager). We are led by a group of 8 elders.
- **Theological outlook.** We are a conservative evangelical church, with deep convictions about the authority of the Bible, the centrality of the cross and the sovereignty of God. We are baptistic in practice and congregational in governance. We're serious about prayer and fully reliant on the work of God's Spirit, but are not a charismatic church. Our statement of faith and distinctives (included with the application form) offer further clarity on our beliefs.



# CHRIST CHURCH SOUTHAMPTON

## THE ROLE

The context of this appointment is a desire to honour the principle of Acts 6:1-7, that some of the leaders of the church community should be set apart for the ministry of the word and prayer. In this context, the primary purpose of the role is to take responsibility for the implementation of the vision of the leadership and the administration of a number of areas of the church's activities in such a way as to administer resources wisely and make us more effective in our aims of evangelism, discipleship, training and functioning as a healthy community.

The exact responsibilities will vary according to the individual we appoint and the changing requirements of the church. But initially we envisage the following:

1. Maintaining **communications** – internal and external, digital and traditional – of vision, information and advertising as required.
2. Overseeing the church **office** functions (including paper and digital production, publicity, Sunday and event planning, diary co-ordination etc.). This will involve dealing with contractors and suppliers and taking an executive lead: a mixture of co-ordinating (and facilitating) the work of others and hands-on work. Some line-management of office staff is part and parcel of the role.
3. Playing a part in the ongoing recruitment, management and motivation of **volunteers** for service in a number of areas of church life, including establishing, equipping and maintaining the ministry teams in which many of them will serve.
4. Managing the practical functions of the **Ministry Training Scheme**, including assisting in the recruitment of Ministry Trainees (in conjunction with the pastors), directing the practical aspects of their work and ensuring they are properly resourced for their work.
5. Ensuring the church's **compliance** with legal requirements (including health and safety, child protection, food hygiene, GDPR, record-keeping etc).
6. Managing the church **premises** (in conjunction with the Buildings Manager) stewarding the resource for the benefit of those ministries of the church which make use of it and providing a welcoming and safe environment; also undertake required liaison with other venues for church use as required.
7. Be primary point of contact with Southampton City Council in connection with the operation of the on-site community **library**, liaising with members of the library management team as needed and facilitating this service.
8. **Supporting** the Lead Pastor, staff team and eldership (including attending staff and eldership meetings) by advising on good practice, assisting with planning, taking a lead in implementing decisions and involvement with strategic developments.
9. Generally understanding and applying **best practice** across the various operations of the church through liaising with other churches and ministries and contextualising good models and principles.
10. Supporting and contributing to the operations of the church **finance team** as required.

In addition to the above, all staff are expected to operate as active members of the church, modelling discipleship and contributing to the life and witness of the church.

## THE PERSON

We expect certain qualities from all staff members:

- A commitment to the authority and teachings of the Christian Bible (there is a Genuine Occupational Requirement (GOR) that the post-holder is a practising Christian. Schedule 9 of the Equality Act 2010 applies.)
- A determination to live consistently as a Christian disciple, including honesty, integrity and general godliness
- A commitment to the beliefs and vision of the church (in particular complete agreement with the Statement of Faith and substantial agreement with the church's Doctrinal Distinctives)
- An ability to understand and encourage others, work as a team and communicate well
- Willingness to play a full and active role in the life of the church

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

- General good leadership skills and understanding of the workings of an active evangelical church
- Proven ability to recruit and motivate others, to listen and encourage, to facilitate willing service, to build and resource teams
- A confident strategic thinker and initiative-taker, analyse complex issues and find a range of solutions (there is likely to be a building project and an organisational review imminent)
- Specific qualities and abilities in the areas of patience and flexibility; planning, organising and decision-making; good judgment; quick-learning and adapting and appropriate confidentiality
- A proven track record of management and administration, with significant experience in at least two of the following: (a) premises management, (b) production management, (c) project management, (d) writing and communications, (e) strategic organisation management, (f) financial or accounting practice, (g) logistical support, (h) human resources or (i) a staff role within a church or Christian organisation
- Good knowledge of IT and communications solutions appropriate for a local church context
- Good verbal and written communication skills and ability to communicate with people of all ages and backgrounds with clarity, warmth and compassion
- A servant-heart 'can-do' attitude, including willingness to pitch in regularly with mundane tasks, demonstrate real flexibility and address issues before they become problems.

*Please note that all applicants MUST already possess right to work in the UK.*

## THE TEAM

You'll be operating as part of a team of enthusiastic, united, largely young-ish group of brothers and sisters in Christ who work hard, support each other, pitch in happily where needed, and seek to spur each other on to energetic and faithful ministry. You'll need to work well in this context.

## WORKING CONDITIONS

Hours:	40 hours per week, including occasional evening meetings (no more than one per week).
Salary:	Starting salary will be in the range stipulated by Level 4 on the Southampton University Pay Scale (currently £36,130 to £44,128) depending on experience. Workplace pension contributions are payable in addition. A relocation allowance may also be payable.
Place of work:	Based at the church office.
Holidays:	5 weeks plus bank holidays.
Further info:	This post is subject to an enhanced DBS disclosure and satisfactory references.

## APPLICATION PROCESS

First steps	Potential applicants who are not familiar with the church are encouraged to peruse the church website, visit a Sunday gathering (online or ideally in person).
Application	Application will be via the online form sent to you on request. Contact <a href="mailto:info@christchurchsouthampton.org.uk">info@christchurchsouthampton.org.uk</a> in confidence to request the form. No applications will be considered without a completed form.
Closing Date	31 August 2025. Interviews will take place in September. Reasonable travelling costs will normally be reimbursed.
Start Date	Autumn 2025 – exact date by mutual agreement.

## THE ROUGH GUIDE VERSION

*All the above is the formal side of what we're after. It's important, and you should take it seriously: there's definitely lots involved in this role.*

*But if you want a bit of 'heart', here's the real story. The CCS staff team is a busy, fun, supportive, happy bunch of people who love what they do AND love doing it together. We work hard, but we laugh a lot and we look out for each other. It can all get a bit hectic at times, but generally in a good way. Calm, sedate and orderly we are not!*

*Part of the dynamic is that we all just love the church: it's a positive, united, high-involvement, first-generation church community which continues to grow – both in numbers and maturity – and rejoices in the humbling privilege of being involved with new people being brought into the kingdom. And people really do love each other. It's beautiful. Being part of all this just feels hard to beat, this side of Jesus' return.*

*If that doesn't make your heart beat faster, please don't apply for this role! But if it does, you might be exactly the person we're looking for – come and whip us into shape!*