



Stoke Poges Church

St Giles' and St Andrew's

Community Work Manager

About Stoke Poges Church:

We believe and trust in one God; Father, Son and Holy Spirit.

It forms the heart of our faith. As an Anglican Church in the village of Stoke Poges we truly believe that Jesus is God's Son and as such he reveals to us that God is our Father, and that God is available to us through the Holy Spirit. Therefore we **Love God & Love People**, and invite you to come and join us. (More about our Vision, Values and Mission at the end of this document.)

About the role of Community Work Manager:

Why? As part of our reflecting on the mission of Stoke Poges Church in our community, we identified that God is calling us to seek the lost and lonely. We have been given many opportunities to engage with our elderly and isolated in the village in recent times. This has led to many positive conversations about Christ and opportunities to share the Good News of Jesus and some church growth. We want to build on that; to deepen the discipleship and to continue to seize the opportunities we have to evangelise to those God has highlighted to us, and to create capacity to expand this work growing His worshipping community.

What? We now need a paid worker to support this area of mission, supporting the Vicar in sharing the Gospel; to lead a team of volunteers and manage the Coffee Shop, which will be your base of operations. There is an expectation that the right candidate would become part of our Sunday worship family, to be a welcoming face to those they see during the week and regular attendee at church events.

Where? The Community Work Manager will work out of the St Andrew's Coffee Shop, and will 'hot desk' in the Church Office as needed.

Hours? 0.5 role (approx. 20 hours) for 3 years (fixed). Regular attendance at events and Sunday services.

About you:

You are a self-motivated passionate follower of Jesus, with excellent communication, interpersonal and IT skills. You are an active, faithful Christian, with a flexible, well organised, positive attitude and approach to your work. You have a friendly and engaging personality and are willing to be a member of our church and join in with Sunday services.



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Job description

You will be our evangelist in the community; drawing people to Christ, supporting and building upon the life and mission of our current church members with a focus on our older community, thereby enabling the vicar to spend more time on mission to families and children.

Your duties will include, but are not limited to, the following:

Coffee Shop

- Being a recognisable face of Stoke Poges Church, and ensuring that the Coffee Shop stays true to our vision: LOVE GOD, LOVE PEOPLE. (Matthew 22.37-40)
- Being a link for coffee shop visitors that encourages movement towards joining the worshipping community of Stoke Poges Church as we seek to grow God's kingdom.
- Arranging the coffee shop programme, working with other involved ministries
- Organising volunteers and creating evangelistic events
- Overseeing stock control until it can be delegated to a volunteer

Community

- visiting people in the community, having 1:1 conversations that builds faith to share the Good News
- Attending events, with equal purposes of evangelism, discipleship and care.
- Supporting and continuing to build our Community Team (volunteers)
- Working with leadership on evangelistic outreach events and mission opportunities
- Supporting existing community projects: Knit and Natter, the Friday Coffee Morning, Soup's On
- Encouraging our older people to engage in a variety of church activities to reduce social isolation.



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Community Work Manager

Person Specification

	Essential	Desirable
Ability to communicate the Gospel well, build relationships, and to be confident in answering questions about the Christian faith	•	
A self-starter with the ability to work under one's own initiative and find creative solutions to fulfil your remit.	•	
Excellent communication skills, both written, verbal and digital. The successful candidate will be required to give regular verbal feedback to the Vicar. An annual report of key activities and a reflection of the year is required for the APCM and external stakeholders. Digital inclusion has shown to be a good way to enable the housebound to access Sunday services.	•	
Knowledge and understanding of safeguarding issues This is an Enhanced DBS role and requires Oxford Diocese Leadership level safeguarding certification, including Safe Recruitment.	•	
Understanding of the health needs of older people. including issues of dementia, fall prevention, social isolation		•
Ability to develop professional working relationships with Community stakeholders that helps signpost people to appropriate care/grant making bodies as needed (being a voice for the voiceless - Proverbs 31.8-9)		•
Experience of recruiting, supervising, motivating and supporting volunteers.	•	
Experience working in sensitive situations demanding complete confidentiality		•
Educated to degree level or equivalent	•	
Current driving licence with use of a car		•
Proven eligibility to work in the UK	•	

This role requires an active, faithful Christian



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Stoke Poges Church: our Vision, Values and Mission

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Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind." This is the first and greatest commandment. And the second is like it: "Love your neighbour as yourself." All the Law and the Prophets hang on these two commandments.' (Matthew 22.37-40)

The Christian faith is not a human intervention. There are signs of God's existence and handiwork in creation for anyone to read (**Acts 14.15-17**). But we believe that God has made himself known to us through divinely inspired scripture, the Bible, and revealed himself most clearly through his Son Jesus. We believe Jesus Christ as God became human for us, dying on the cross so that we can become children of God; making a way for us to become the forgiven children of God, by atoning for our sin.

As Three in One, God has personally made himself known to each believer by sending the Holy Spirit empowering and enabling all believers to live grace-filled lives for God's glory each and every day.

Therefore what we believe is anchored in Spirit and in Truth. The out-workings of which forms our **Vision, Values and Mission...**

Our **Vision** is...to take the greatest commandments to **Love God and Love People** most seriously.

To do that... we **Value...** people, which means that we, as a church community, strive to be Christ-like, relational, trustworthy and prayerful.

therefore ... in **Mission**

- we worship together as one church with two worship centres, inviting all to come and journey with us.
- we grow together in fellowship and faith by sharing our lives with one another, being disciplined in small groups and by reaching out to our local community in evangelism and acts of love.
- we seek to be a blessing to all we meet in our daily lives through serving, listening and walking alongside people, sharing God's grace generously.
- we provide places of meeting, community and contemplation through both our buildings at St Giles' and St Andrew's.

You can find out more about us at www.stokepogeschurch.org or on Facebook and Instagram.