



ST LAURENCE'S CHURCH
UNION STREET, CHORLEY, LANCASHIRE, PR7 1EB



ST LAURENCE'S CHURCH

JOB DESCRIPTION

CHURCH CO-ORDINATOR

For further details please contact Lucy Hubberstey
Email: hr@stlaurencechorley.co.uk



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St. Laurence's Church

Located in the town centre of Chorley, St Laurence's church is a busy parish church where we have our local community at the heart of our mission.

Our church community is growing and vibrant with a diverse range of activities taking place outside regular service times. Our Electoral Roll is presently 228 and we have on average 190 people regularly attending weekend worship, and around 30 on weekdays.

In addition to our Church Building we have a Refectory, a Parish Office, Upper Room and Gift Shop.

We have a very close working relationship with our Church Primary School and Chorley Council. In addition to parochial duties, the Rector is also Assistant Archdeacon with responsibility for Blackburn Diocese clergy well-being, Chaplain to the Mayor of Chorley and priest-in-charge of the neighbouring St. Peter's Church.

The Wellness Hub

The Wellness Hub operates out of St Laurence's church. Chorley itself, according to the latest government website statistics, is in the in the bottom 15% most deprived areas in the UK. The Wellness Hub, which was officially launched in 2023 and is open throughout the week aims to serve the local community and meet their needs by providing 'whole person wellness'.

The key aims of the Wellness Hub are to:

- to meet local needs by providing 'whole person wellness'
- have a transformative impact on our local community
- provide a warm space where everyone is included and welcome

Find out more about St Laurence's Church and the Wellness Hub and the community services it provides [on our website here](#).

Role

The purpose of the role is to ensure the smooth running of the church by having a strategic overview of all details for services and events, delegating where necessary.



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This new full-time post (which has been created through a restructuring of our administrative roles) is key in enabling growth in the ministry and mission in our parish, in line with the Diocesan Vision, Healthy Churches Transforming Communities.

As a faith-based organisation and place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to be sympathetic to these beliefs and work actively to support our ministry and vision.

This position requires a degree of professionalism, resilience and the ability to work in an ever-changing environment, where multi-tasking is essential. Equally the post-holder will need confidence and proven organisational, financial, communication and interpersonal skills, as well as being proficient in Microsoft applications such as word and excel.

The Church Co-ordinator would be employed by the PCC and would work under the direction of the Rector, working closely with a large number of volunteers, as well as a paid part time Wellness Hub Co-ordinator and the Rector's part time PA.

Duties & Responsibilities

The main duties and responsibilities of the role are detailed below:

30 hours to end of July 2025:

1. Managing current booking system and taking lead on implementing new website booking system
2. Managing the logistics for all bookings and room hire
3. Publicising services and events on social media (this aspect would be supported by a small volunteer team)
4. Supporting the operational and administrative side of the community Christmas Day lunch.
5. Producing a monthly operational update covering all logistical details of special activities and services
6. Answering general enquiries, taking messages and directing visitors to appropriate contact, keeping a pastoral awareness at all times
7. Dealing with daily emails and phone calls (including answerphone)
8. Producing the weekly Pew News and weekly rota
9. Maintaining office supplies
10. Maintaining spreadsheets for funerals, baptisms and weddings
11. Updating Parish Database and liaising regularly with Electoral Roll Officer
12. Supporting the work of a large volunteer team as required, especially in the area of hospitality rotas.



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13. Ensuring that confidentiality is maintained at all times. This includes managing both online and paper documents in an appropriate way and having a working knowledge of GDPR compliance and practice.
14. Being responsible for contributing towards a safe, secure healthy working environment
15. Promoting and fostering St Laurence's reputation and standing within the community
16. Being part of the 'Staff Member on Site' rota when the Taste Café operates
17. Undertaking any other duties which may be reasonably required

In addition, from 1st August 2025 (when a current employee contract ends), an additional 5 hours a week will be added in order to undertake the following tasks:

Additional 5 hours from August 2025:

18. Researching potential future community grants and monitoring dates open for applications using Sharepoint
19. Bid writing, submitting applications for new community grants and monitoring of grants awarded – this requires working with our Treasurer & Wellness Hub Co-ordinator to understand need and budget
20. Assisting in the production and collection of chronological evidence as required by the awarding bodies and completing required grant monitoring reports – this requires working with our Wellness Hub Co-ordinator
21. Attend Chorley Councils Online Network Together Meetings (usually every 3 months)

Job Description

Job Title:	Church Co-ordinator
Hours:	30 hours, extending to 35hrs from August 2025, days and times to be agreed (potential for compressed hours) some flexibility of hours may be required for the post-holder to attend occasional evening or weekend meetings (or specific overtime may be agreed in advance).
Term:	Permanent
Location:	St Laurence's Church Chorley, PR7 1EB
Salary:	£15 per hour <ul style="list-style-type: none">• 30 hours to end of July 2025 annual salary: £23,400• 35 hours from August 2025 annual salary: £27,300 Any overtime needs to be agreed in advance with the rector or Churchwardens and would be paid at the hourly rate.



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Annual Leave:	28 days (pro-rata), includes bank holidays
Probationary Period:	There will be a six-month probationary period with a three-month review point. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter. During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.
Further Terms and Conditions:	The detailed terms and conditions will be contained in the post-holders Contract of Employment

Person Specification

Requirement	Essential or desirable?	How assessed? Application form (AF) and Interview (I)
Qualifications <ul style="list-style-type: none"> degree or relevant diploma 	Desirable	AF
Experience <ul style="list-style-type: none"> experience of working in similar role experience of church ministry/mission experience of premises management general accounting experience of accounting software 	Essential Desirable Desirable Essential Desirable	AF & I AF & I AF & I AF & I AF & I
Knowledge <ul style="list-style-type: none"> Sympathy with the aims, mission and values of the Church of England 	Essential	AF & I



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Skills and competencies		
<ul style="list-style-type: none"> • excellent interpersonal communication skills – written and oral 	Essential	AF & I
<ul style="list-style-type: none"> • strong attention to detail 	Essential	AF & I
<ul style="list-style-type: none"> • general office and clerical skills 	Essential	AF & I
<ul style="list-style-type: none"> • confident IT skills (excel, Office Suite, SharePoint) 	Essential	AF & I
<ul style="list-style-type: none"> • strong planning skills with ability to work independently and manage workload 	Essential	AF & I
<ul style="list-style-type: none"> • excellent organizational skills 	Essential	AF & I
<ul style="list-style-type: none"> • ability to work flexibly and to have a commitment to a healthy work/life balance 	Essential	AF & I



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Personal Attributes		
<ul style="list-style-type: none">• sensitive listener	Essential	AF & I
<ul style="list-style-type: none">• experience of dealing with matters of confidentiality or sensitivity with compassion	Essential	AF & I
<ul style="list-style-type: none">• ability to make decisions and take initiative	Essential	AF & I
<ul style="list-style-type: none">• motivated to deliver high quality output	Essential	AF & I
<ul style="list-style-type: none">• ability to manage the unexpected	Essential	AF & I
<ul style="list-style-type: none">• enjoy learning and new experiences	Desirable	AF & I

Application Process

If you wish to apply for this post, please email Lucy Hubberstey on hr@stlaurencechorley.co.uk to request an application form.

Timeline

- Closing date for applications: 5pm Friday 7th March 2025
- Interviews: Wednesday 19th March 2025

PLEASE NOTE: Any successful appointment is subject to satisfactory references, DBS clearance (basic) and appropriate safeguarding training.