



ASCENSION  
BALHAM

# CHURCH MANAGER

APPLICATION PACK

@ascensionbalham



The Church Manager role is an opportunity for a competent, gifted administrator to support the Vicar and wider staff team in taking an already flourishing and unique church community through a new season of growth.

The role will involve supporting the team with a range of administrative and operational tasks to ensure the smooth, efficient running of the church and its wider ministry. It requires someone who is discreet, a self-starter, highly gifted in administration, with strong organisational skills and close attention to detail.

This person will be joining a church who are committed to spreading the love of God across the whole breadth of their local community, from young families and professionals lapping up the good life between the Commons, to adult and child refugees and local homeless people.



# FROM THE VICAR

Thank you for your interest in joining the staff team at Ascension Balham as Church Manager!

This role is ideal for anyone with strong organisational, administrative and practical skills, interested in working as part of an engaged, passionate and close-knit team, in an environment where creativity and innovation are encouraged.

We are looking for someone who is passionate about Jesus and who wants to join in with all that God is doing at Ascension, and grow and be developed themselves.

I have been vicar of Ascension since September 2013 and am excited by what God is already doing here and what is yet to come. If you'd like to chat informally about the role do not hesitate to contact me at **marcus.gibbs@ascensionbalham.org**

**Revd Marcus Gibbs**



# WHAT THE ROLE OFFERS...

- Be part of a healthy and happy church, which over the past years has doubled in attendance and become a bustling community hub for all kinds of local people.
- Live in a vibrant, green, and attractive area of London.
- A 21st century working environment with up-to-date technology, IT systems, and even a top-notch coffee shop!
- Support and friendship from engaged and kind congregations, a strong staff team, committed Church Wardens, and a wise and active PCC.
- Regular training.
- 50% staff discount at food and drink at Parish Coffee, our in-house café.
- Free on-site parking.
- Use of on-site bike racks and shower facilities.



**Live, work and  
experience life in a  
busy and modern  
part of London.**

# WHAT WE EXPECT FROM YOU...

- You will embrace the vision and values of Ascension Church Balham.
- You will work supportively with the Vicar, Operations Director and wider staff team, supporting them with a range of administrative and operational tasks to ensure the smooth, efficient running of the church and its wider ministry.
- You are a completer-finisher with a 'can do' attitude and enjoy seeing tasks through to completion, as well as excellent written and verbal communication skills.
- You will be thoughtful, intelligent, and calm.
- You will have an excitement and passion around spreading the love of God to Balham and beyond.



**Parish Coffee, our church café, is a busy hub for the whole community.**

# OUR SUNDAY SERVICES

## **9.30am & 4pm - Bubble Church**

Bubble Church is a Sunday church service especially for babies, toddlers, and young families. It's a puppet-packed, Jesus-centred, coffee-and-croissant-fueled, 30 minute kids and families adventure every Sunday morning! We launched this service in 2020 and it has been great to see local families meeting with God. We are currently planting Bubble Church in churches across the UK!

## **10.30am - Morning Worship**

For those with children or those who enjoy mixing with a vibrant group of people of all ages, with modern music and a flexible structure. There are separate children's groups provided part-way through. Prayer ministry takes place at the end of every service.

## **10.30am - Youth Church**

Youth Church is our provision for ages 11-18. Younger Youth meet during our Sunday 10.30am service, for fun, food and bible teaching, and Older Youth meet on Monday evenings. We also do regular trips and weekends away throughout the year.





**Support and  
friendship from  
engaged and kind  
congregations.**

# HOW TO APPLY

For an informal conversation about the role please contact:  
**Revd Marcus Gibbs - [marcus.gibbs@ascensionbalham.org](mailto:marcus.gibbs@ascensionbalham.org)**

To apply please visit: **[www.ascensionbalham.org/jobs](http://www.ascensionbalham.org/jobs)** and complete the application form and attach a CV.

The closing date for applications is: **Friday 26th April 2024.**  
Interviews will be held on: **Wednesday 8th May 2024.**

