



THE LOMBARD STREET CHURCHES

ST MARY WOOLNOTH · ST EDMUND THE KING · ST CLEMENT EASTCHEAP

Job Description

Employer	The Parish of St Mary Woolnoth, St Edmund the King & St Clement Eastcheap with IMPRINT Church
Job Title	Ministry Project Manager
Responsible to	Minister in Charge
Responsible for	Project Management of Discipleship and Growth, Evangelism and Leadership Development.
Salary	£43,000 (FTE), Pro Rata: £25,800 for 3 days.
Contract	Fixed-term 1 year contract which could be extended depending on further financing of the role.
Work Pattern	3 days a week on site.
Job Summary	<p>The Parish of St Mary Woolnoth, St Edmund the King and St Clement Eastcheap, home of IMPRINT Church, is seeking a highly skilled and experienced Project Manager to join our team. As the Project Manager, you will play a pivotal role in facilitating and coordinating the various aspects of key projects within the Parish. Working closely with Reverend Wole Agbaje and the leadership team of IMPRINT Church, you will ensure the successful implementation of these projects and help bring the vision to life. Your primary focus will be to effectively engage with the community, nurture discipleship, and create impactful evangelistic opportunities.</p>



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Responsibilities

Discipleship and Growth

- Collaborate with the pastoral team to analyse existing programs and identify areas for expansion and improvement.
- Work together with the team to develop and implement ideas to enhance Sunday morning services, creating an atmosphere of worship and spiritual growth.
- Assist in the planning and implementation of discipleship courses that cater to the needs of the community and provide a solid foundation for spiritual development.
- Spearhead the development of the Emerging Leaders Conference, creating a transformative experience for young emerging leaders and aligning with the diocese's vision to grow younger.

Evangelism

- Collaborate closely with the creative team to develop impactful outreach programs, including Gospel musicals, as part of the evangelism efforts.
- Assist in the development of compelling programs and activities that capture the attention and hearts of individuals, providing opportunities for transformative encounters with the gospel.
- Help plan and execute evangelistic initiatives that effectively communicate the message of Jesus in relevant and impactful ways, aiming to reach the city with the transformative power of Christ.

Leaders Development

- Contribute to the cultivation of leaders within the church community.
- Catalyse and prepare young adults for vocational ministry through the internship program and collaboration with the Peter Stream.
- Focus on developing lay ministers who can lead services, worship, and provide Bible teaching.



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- Support the establishment of church planting teams and assist them in various ministerial responsibilities.
- Support the growth and development of the Creative Academy by identifying and recruiting talented individuals, coordinating workshops, training sessions, and events.

Person Spec

- An enthusiastic, friendly team player.
- This person should have a vision for seeing ministry executed with excellence.
- They should prioritise and meet deadlines under changing conditions, independently as well as part of a team.
- This person will be able to wholeheartedly support the ministry and vision of the Parish in the City of London

Experience

- Bachelor's degree in a relevant field (Divinity, Ministry, Business Administration, or related disciplines) preferred.
- Proven experience as a Project Manager, preferably in a church or nonprofit organisation.
- Strong organisational and coordination skills, with the ability to manage multiple projects simultaneously.
- Excellent communication and interpersonal skills to work effectively with diverse teams and stakeholders.
- Demonstrated passion for discipleship, evangelism, and leadership development.
- Ability to think strategically, provide guidance, and contribute to the achievement of organisational goals.
- Familiarity with church operations, worship experiences, and creative expression is desirable.
- Commitment to the mission, vision, and values of IMPRINT Church and alignment with its Christian principles.

Skills

- A strong passion for worship and a deep understanding of its significance in a faith community.
- Excellent communication and interpersonal skills to work collaboratively with team members.
- Proficiency in administrative tasks, including calendar management and event coordination.



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- Organisational skills to handle multiple tasks, prioritise effectively, and meet deadlines.
- Proactive mindset with the ability to initiate and implement improvements.
- Musical proficiency and experience in leading worship vocally or instrumentally.
- Familiarity with music and worship-related technology and equipment.
- Ability to integrate new team members into the worship community with empathy and support.
- Discretion and ability to handle confidential information with professionalism and integrity.
- Flexibility to adapt to changing needs and demands within a worship environment.

Faith

- This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010.
- The role holder would need to be willing to worship with IMPRINT Church London
- Holds a high regard for the Bible as trustworthy for faith and conduct
- Prioritises the ministry in the power of the Holy Spirit
- Participates in the mission of Jesus
- Dedicated to equipping the church in the area of worship

General Conditions

Diversity

Equal treatment of people from diverse backgrounds is one of the central precepts of the Church of England's mission and theology.

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- fosters a climate of honesty, creativity, love and good humour that will help all staff to thrive



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We are committed to ensuring that all employees, job applicants, customers and other people with whom we deal are treated fairly and are not subjected to discrimination, observing the relevant legislation. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation or discrimination.

Standards of Behaviour and Conduct

Parish Staff are expected to act at all times to keep high moral and ethical standards, with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

All Parish staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act not endanger themselves or others by any act or omission on their part and by the Management of Health and Safety at Work Regulations to cooperate with colleagues and management in the control of health and safety at work. Therefore, staff are required to:

- read, understand and abide by the PCC Health and Safety Policy;
- make themselves familiar with accident and emergency procedures for their site;
- inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;
- set a good personal example in respect of health and safety.

Confidentiality

Staff must not pass on to unauthorised persons any information obtained in the course of their duties without the permission of the relevant line manager.

Terms of Employment

Location: The Parish of St Mary Woolnoth, St Edmund the King & St Clement Eastcheap, Lombard Street, City of London, EC3V 9AN.

Employer: The Parish of St Mary Woolnoth, St Edmund the King & St Clement Eastcheap with IMPRINT Church

Hours: 21 hours a week. Some occasional evenings required.



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Salary: £43,000 (FTE), Pro Rata: £25,800

Contract: This post is offered for 1 year subject to ongoing funding.

Note: This job description does not form part of the employment contract but is provided for guidance. The specific duties and responsibilities of any job may be expected to change over time.