



Milton Baptist Church

love God – love each other – love Weston

Operations Lead

**£27,000 FTE. Rising to £28,000- £29,000
(after successful completion of probationary period)**

This exciting new role will combine your gifts of leadership and strategic organisation to shape the operational and administrative oversight of the church, releasing others to fulfill their potential in Christ as part of our Family on a Mission in Weston!

The role represents a wonderful opportunity to be part of what God is doing in a friendly, dynamic church with a supportive and encouraging leadership team and Pastor.

To apply please send a CV and covering letter to the email address below by 31st July 2026. We reserve the right to close applications early if a suitable candidate is found.

**If you have any questions or would like to
arrange an informal visit/ chat please contact
Lou on Lou.Luft@Milton-Baptist.org.uk**



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MBC is a diverse, lively and growing community of all ages working together as Family on a Mission to advance God's Kingdom in the large seaside town of Weston-Super-Mare. Around a year ago we introduced a Discipleship Process (see final page) to help us become more intentional about welcoming people to faith and into the church. As part of this your forward planning and attention to detail will support these opportunities for people to spend time with Jesus, become like Jesus and do what Jesus did.

Over the last year we have grown significantly with many people coming to faith and others also joining the church. It is an exciting and faith-inspiring time for the church as we see God do wonderful things. However, we have also recognised the need to steward this growth wisely and therefore are introducing scalable and sustainable systems across church life to avoid any one individual being a bottle-neck for growth. As part of this we have recently introduced a Ministry Team to work alongside and support the Leadership Team. It is into this Ministry Team (subarea: Operations Ministry) that the newly developed role of Operations Lead is to be introduced, to provide cohesive and strategic operational leadership and co-ordination of church life.

The new role will oversee and support the office volunteer staff. So far we have introduced people into the following roles: Admin assistant, Church Ops assistant and Events Support, with others due to launch shortly. Your role will work to grow a sense of Family on a Mission within the office team, providing efficient organisation and a welcoming witness in the church building for this team, the wider church and visitors/ external hirers.

Volunteer Roles:

- External hires
- Admin assistant
- Ops assistant
- Events Support
- Graphic Design
- Website/Socials
- Finance Officer

Church Operations Lead

Role Description

Hours: Min 28 hours to Max Full Time (37.5)

At 28 hours this role will likely operate more like an Operations Manager. However, for the right candidate this role could be appointed fulltime to include additional areas of leadership/ ministry and function more like an Operations Pastor.

Leadership: Integral part of the Wider Church Ministry Team, in particular providing leadership of the Volunteer Operations Staff. Overseeing, encouraging, equipping and envisioning others to see the big picture of what they're doing. Investing in the team as part of the ministry. Filling in operational gaps and recruiting for roles as required.

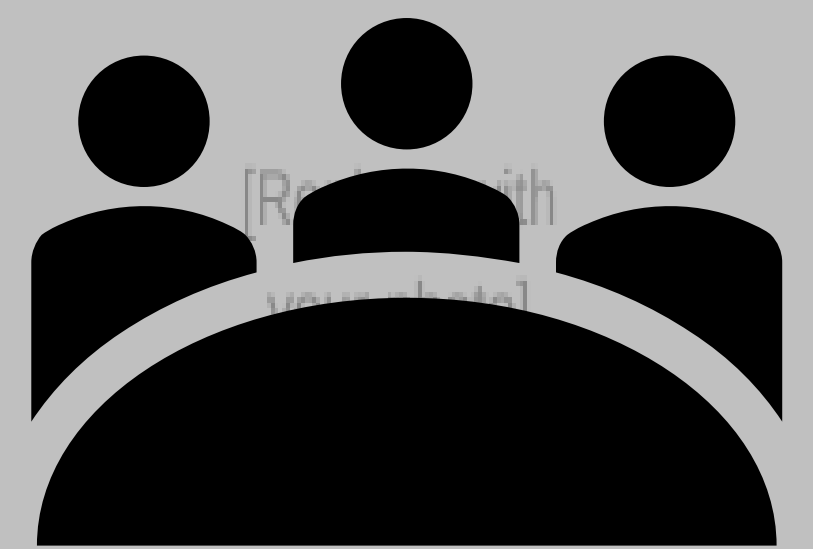
Ministry Support: Supporting those who serve in other church ministries to do their own administration rather than doing it for them. We have made significant progress in this and the pastor/ leadership team are keen to support this ongoing cultural shift.

Church Diary Management: Strategic and forward-thinking organisation of the church diary, facilities and resources. Liaising with others as appropriate to facilitate, co-ordinate and advertise church events and communications.

Digital Systems: Monitoring/ responding to church emails. Digital creation and distribution of weekly newsletter, update rolling notices. Use of Churchsuite software to input/ update key data and generate reports as required.

Other: To undertake any other duties as reasonably required.

Possibility of some hours to be worked remotely



The church will support, equip and release you to grow in your role including investing in training and ongoing development as appropriate.



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Person Specification

First and foremost we are looking for someone who loves Jesus and is passionate about playing a central role in the operational ministry of the church as part of God's Family on a Mission.

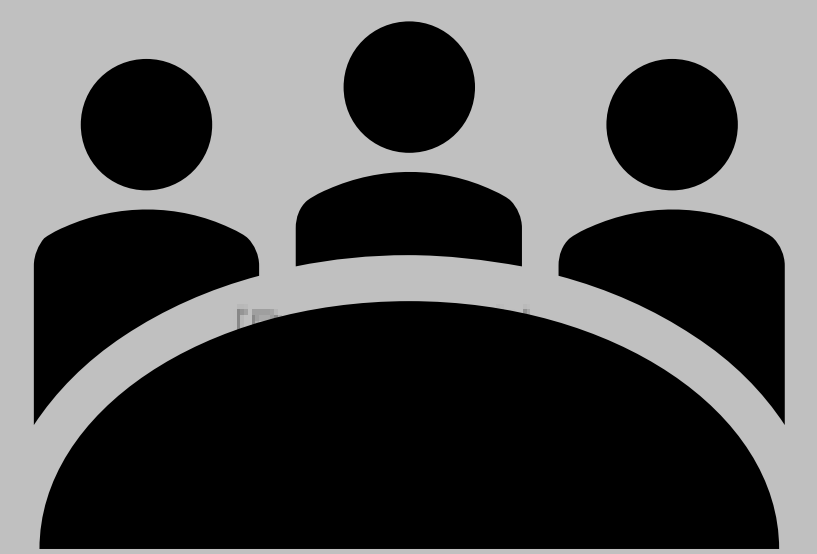
- ☐ Experience of managing others.
- ☐ Approachable with excellent communication skills.
- ☐ Proactive and flexible approach

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- ☐ Administrative experience and skill
 - ☐ Excellent organisation, planning, prioritisation and time-management skills.
 - ☐ Attention to detail and forward thinking/ planning, ability to anticipate operational support needs.

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- ☐ Confident with Microsoft Office and emails.
Competent user (or a quick digital learner) with social media, Canva, Churchsuite and Hallmaster.
 - ☐ A certain partiality to excel spreadsheets might be advantageous- as is a sense of humour!

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- ☐ Willingness to commit to the church vision, values, discipleship process, ethos statement and safeguarding policy.
 - ☐ Willingness to work as part of a team including receiving support, encouragement and accountability from the Pastor/ Leadership Team.
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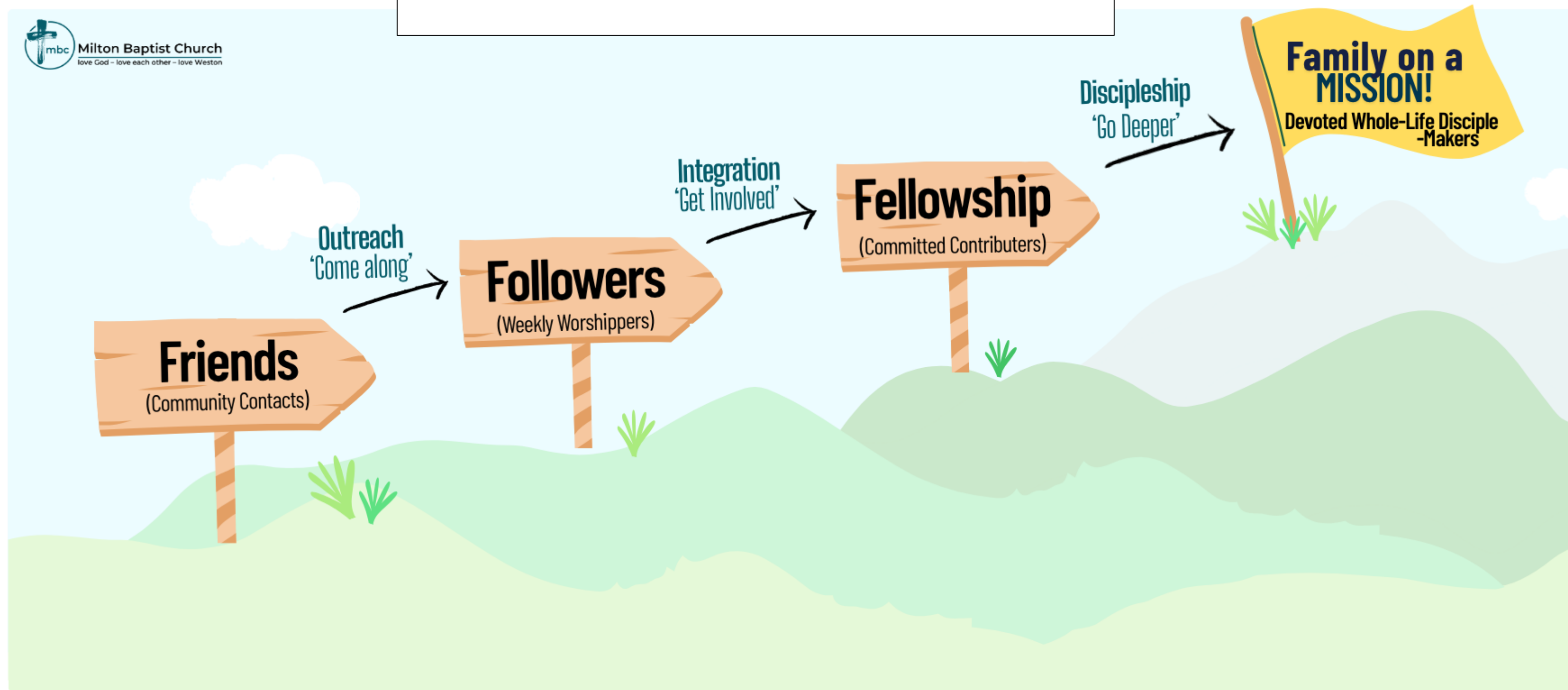
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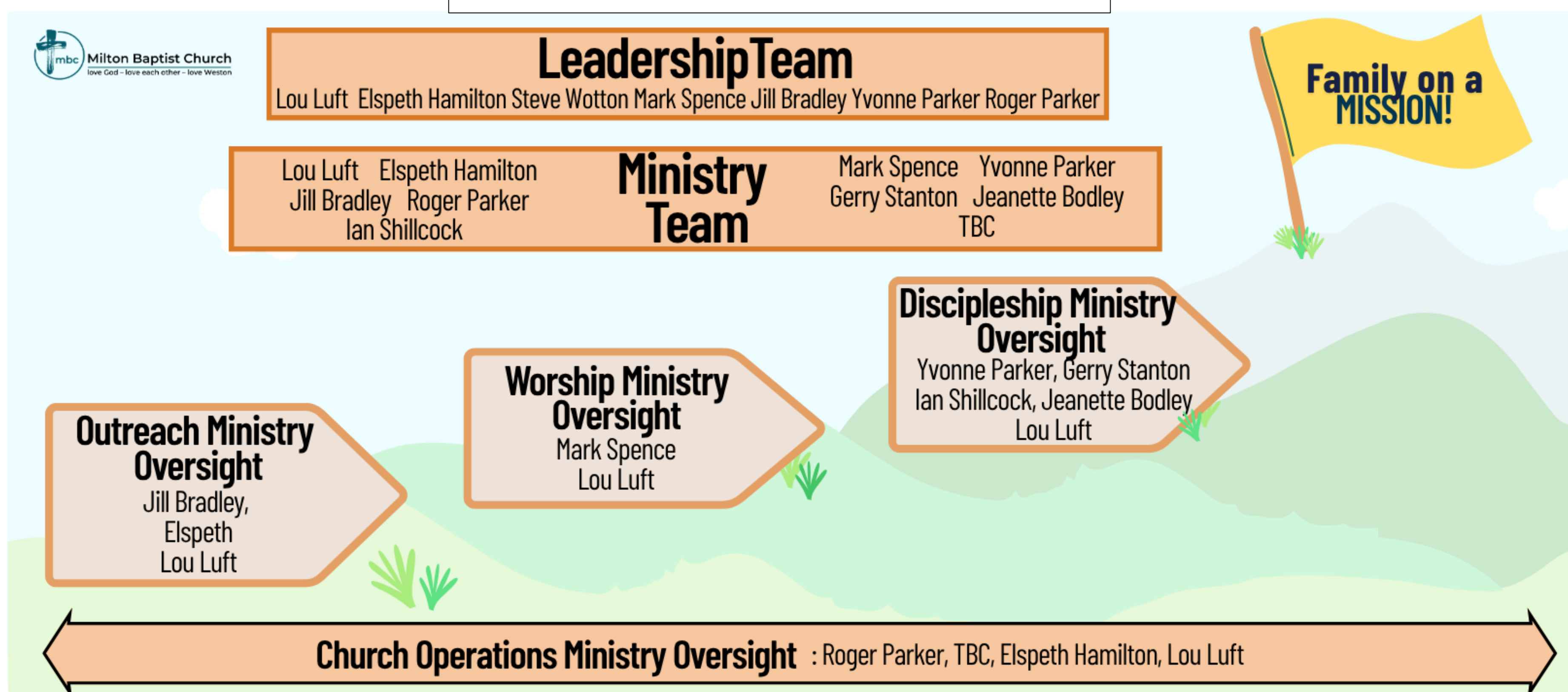
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There is a genuine occupational requirement that the post-holder be a practicing born-again Christian.

Discipleship Process



Organisational Chart



Ministry Team Areas of Responsibility

