



Ministry Coordinator

Salary: £24,224-£28,914

About Us

City Church was planted in September 2014 with the aim of reaching those who live, work or study in Manchester with the good news of Jesus. We are a growing church that trains and generously gives laborers to resource and plant churches in Manchester, the Northwest and beyond. By God's grace, we have grown from a launch team of 27 adults and 5 children to more than 460 adults and 80 children from 47 different nationalities today. It is our prayer (set out in our 10 year vision document) that we will grow to 500-750 adults by 2027 in order to be a hub church that trains and resources ministry throughout the city and our region.

City Church meets at Elliot House on Deansgate in the city centre. We have our offices at Methodist Central Hall also in the city centre. We have 14 members of staff who work out of the City Church offices. We are a close knit team who meet regularly for training, discussion, reflection, and prayer.

The Role

The core ministries of the church are organised around four overlapping circles: Sunday Worship, Resource and Outreach, Operations and Discipleship. The Ministry Coordinator will work with the Trainee Pastor (Worship) and our Operations Manager to support their leadership of the Sunday Worship and Operations circles respectively. They will be responsible for mobilising teams of staff and volunteers to serve the church and its mission. In particular they will spearhead innovation and discipleship in our Sunday Worship and Operations ministry teams.

The role would be ideal for someone early in their career who has already worked in an operations or management role outside the church and is looking to develop their skills with increased responsibility within the church. We are highly committed to the training and development of all our employees.

The Ministry Coordinator's main duties will be:

- Discipling and training ministry team leaders
- Equipping and resourcing ministry teams
- Training and monitoring the use of Microsoft Teams and Church Suite within the church
- Coordinating the work of the Deacons
- Overseeing our integration coordinator
- Sunday worship director (coordination of all teams that contribute to our Sunday Programme)
- Working with the Pastors and Senior Leadership Team to formulate strategy and the implementation of that strategy

- Working with the Finance Team to prepare budgets for the church's ministry teams
- Working with the Data Protection Officer to ensure GDPR best practice and compliance.
- Coordinating and supporting the work of the Health and Safety and Safeguarding Leads
- Supervision of some of the church's interns

There is an Occupational requirement that the post holder is a committed evangelical Christian under Part 1 of Schedule 9 to the Equality Acts 2010.

The Person

Essential

- Contagious love for Jesus
- A self-starter who prizes innovation and leading with vision
- A team player who is self-aware and able to harness others
- A pioneering spirit who thrives on new opportunities and is not afraid of change
- High levels of emotional intelligence
- Full agreement with the FIEC Doctrinal Basis and Statement on Marriage
- Willingness to submit to City Church Manchester's Doctrinal Distinctives
- Recognised track record in excellent training of others
- Recognised track record in volunteer management
- Competency in building sustainable structures and systems
- Excellent IT skills
- Effective communicator, both verbally and in writing, with an ability to relate to staff at all levels of seniority.
- Good organisational skills to meet any deadlines as required throughout the church year.
- Commitment to learning new skills and personal development

Desirable:

- Experience working with Microsoft Teams
- Experience working with Church Suite
- Experience of complex project management
- Experience of budget setting and financial reporting
- Safeguarding and GDPR training
- Preference for tension over balance

An offer will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service.

Remuneration package

The Ministry Coordinator will be employed on a full-time basis on a salary of £24,224-£28,914 with an 8% employer contribution to their pension.

Closing Date

The closing date for applications is 5pm on 20 June 2025. Interviews will take place on either 6-7 July or 11-13 July. If you are not available on either of these dates, please let us know in your application. The role will start on 1 September 2025.

You can complete an online application here: [Ministry Coordinator Application](#)

If you have any questions please contact Ralph Cunningham at
ralph@citychurchmanchester.org