

St Mary's Wavendon: Discipleship and Community Life Co-ordinator

Job Description

Our vision: 'God's love transforming all.' St Mary's is a growing and wonderfully diverse multi-ethnic church which welcomes **all**, built around our core values of deep and **loving** relationships, which create a culture of nurture and **transformation**... and **God** is always first!

JOB PURPOSE

To build a strong, sustainable discipleship and pastoral framework for our church community, creating a joined-up, mission-focused pathway—from first contact to deepening discipleship. This will involve working with the Welcome Team, Home Group leaders, assisting with discipleship courses and supporting our Pastoral Care Team, in order to foster a culture of individual and community flourishing, and to help sustain our growth.

Employer	Walton Churches Partnership (of which St Mary's is an integral part)
Role Reports to	The Anglican Rector, who is also lead minister at St Mary's.
Type of role	Part-time 70% - 3 full days per week (flexible) plus Sunday mornings Some evening and weekend work, with TOIL

MAIN DUTIES AND RESPONSIBILITIES

Essential

- Integrating the many new joiners into the church family
- Helping people discover their gifts, including forming new teams/ministries
- Co-ordinating and growing home groups and supporting home group leaders
- Collaborating with the church leadership to identify and train new group leaders, both for home groups and other teams/ministries
- Supporting the new pastoral care team/visitors
- Maintain communication with ministry team leaders and clergy to co-ordinate efforts, avoid duplication, and build synergy
- Work closely with the incumbent to ensure pastoral and discipleship ministries are aligned with our vision.

Desirable

- Maintaining deep and united connections among the diverse parts of our church family
- Organising and leading discipleship and evangelistic courses
- Reviewing and developing our prayer life

Operational & Governance

- Meet weekly with incumbent, monthly with LEP leadership team, and monthly church or LEP council meetings
- Ensure compliance with safeguarding, health & safety, GDPR and other statutory requirements

Personal Formation

- Maintain personal spiritual disciplines and a healthy devotional life
- Attend occasional training courses relevant to your area of ministry, as available

SKILLS and ATTRIBUTES

Essential

- A committed follower of Jesus with a mature, prayerful, and steadfast faith.
- Experience in pastoral ministry and discipling others
- Strong relational skills: compassionate, approachable, and able to build trust. Prefers to see people face-to-face rather than virtually
- Organised, 'get it done' person - decisive and quick to respond
- Good team builder
- Enthusiastic about working in an ecumenical church with a gently evangelical tradition

Desirable

- Experience of working ecumenically and/or across different church traditions
- Experience of working with people from diverse ethnic backgrounds
- Strong IT skills

TERMS and CONDITIONS

Salary: £22,400 – equates to £32,000 FTE

Annual holiday allowance: 5 weeks pro rata, plus bank holidays and TOIL as necessary

There is no housing allocation or allowance provided with this role, but all work-related expenses, including travel expenses, will be reimbursed. There is also a small budget for Training and Personal and Professional Development.

Please note that this post has been approved by the LEP Council for a period of five years. There will be a probation period of 4 months from the date of commencement of post.

DBS: The appointment is subject to the candidate obtaining an Enhanced Disclosure from the Disclosure and Barring Service.

Occupational Requirement: It is a Genuine Occupational Requirement (GOR) of the post that the post holder will be a Christian (in accordance with the Equality Act) and St Mary's expects you to become a worshipping member of our church community.

Please note that you will need to be eligible to work in the UK to apply for this position.

To find out more about our Parish please visit: <https://www.stmaryswavendon.co.uk/>

To find out more about Walton Churches Partnership, please visit: <https://www.wcpmk.co.uk/>

Closing date for applications – Friday 23rd October 2026

Interviews will be held – 17th-19th November 2026

Please send your CV to Rev. Matt Trendall: matt.trendall.mk@gmail.com