



Job description and person specification

Worship Co-Ordinator

Beulah Baptist Church, Bexhill-on-Sea, East Sussex

Background

We are a lively, evangelical town centre church with 185 members and a Sunday morning congregation of around 200 and growing! In our vision to be Knowing Jesus, Transforming people and Changing society, we run a number of social and community events in Bexhill. Most days you will find one of these taking place in the church building.

Role

We are looking for a Worship Co-Ordinator to model and foster a culture of expectancy and Spirit filled worship that enables people to pursue the presence of God.

Currently there is an established worship team of about 20 people taking part across all Sundays and midweek activities.

The successful candidate will lead the development of this initiative and work closely with volunteers.

Worship Co-Ordinator Job Description

Job title:	Worship Co-Ordinator
Employed by:	Beulah Baptist Church
Reports to:	Senior Pastor
Key relationships:	The Elders, Deacons, Family Worker and other staff members

Overall objectives of the post

- To lead the worship/music ministries of the church, including Christmas, Easter and other special events.
- To develop and create opportunities for the youth and young adults to further grow in experience of leading and being involved in worship.

Specific duties and responsibilities

- Oversee and develop the sung worship with the current teams.
- Lead, recruit and train the worship team members. Further develop our current systems of recruiting new team members, assessing their skill, heart and suitability.
- Develop a foundation of prayer to the worship ministry.
- Contribute fully to the broader vision of the church.
- Introduce new songs.
- Maintain worship song files.
- Co-ordinate the worship rota, including tech team, and contact details.
- Oversee the effective administration of this ministry, including potential budgets.
- Attend staff meetings and be fully committed member of the congregation - attending Sunday services and other appropriate meetings/events and services.

General

- To be a participating member of the church.
- To meet with the Senior pastor regularly for support, review and agreeing key outcomes to be worked towards.
- To develop in ministry practice and personal spiritual growth
- To be involved with and accountable to other people in the church in your spiritual walk with God
- The post holder will have responsibility for safeguarding.
- Any other duties may arise from time to time.

Terms of Employment

- a. 16 hours per week for a 2-year fixed term contract with one month's probation, and a one month notice period.
- b. Some unsociable hours of work may be expected. The Eldership, however, seeks to ensure that working hours are maintained in a sustainable balance.
- c. Value of employment package £12,980 per annum + contributions to a pension fund equivalent to 5% of salary
- d. 5 weeks holiday plus Bank Holidays – pro rata (80 hrs + 3.5 days bank holidays)
- e. A time sheet would be submitted each month to account for the hours worked.
- f. Support and funding for relevant training
- g. Expenses paid for work relating to the church.
- h. Annual personal development review and meetings with a designated person for support and supervision
- i. Appointment to the role will be subject to receipt of two satisfactory references, confirmation of eligibility to work in the UK and completion of a DBS check. We do not offer visa sponsorship for the right to work in the UK.
- j. Read and comply with the established church policies and procedures. A list of key policies will be given to you on commencement of employment. All other policies are available digitally and physically at the Church office

There is an Occupational Requirement (OR) for the post-holder to be a practising Christian and to be in agreement with the Baptist Union's Declaration of Principle under Schedule 9 of the Equality Act 2010. This appointment will be subject to the successful applicant demonstrating their right to work in the UK and undergoing an Enhanced Disclosure and Barring Service (DBS) Check.

Person Specification

Requirements (E= Essential, D=Desirable)		Ascertained by
To be a mature baptised Christian, passionate about following Jesus, gifted and anointed in worship leading	E	A, I
To be in sympathy with the values and ethos of Beulah Baptist Church, to be prepared to become a church member and to be a regular attender at Sunday worship.	E	A, I
To have excellent interpersonal skills	E	A, I,
To be self-motivated and to work on own initiative towards targets set and capable of prioritising workload, decision making and working within budgetary constraints.	E	A, I
To be a team player in regard to the staff team	E	A, I
To be a team leader, with a pastoral heart, able to manage volunteers.	E	A,I
A skilled musician and singer	E	A, I
A heart to invest in others and raise up leaders	E	A, I
To possess a portfolio of relevant experience	D	A, I
To be an excellent communicator at all levels bringing clarity in verbal and written material	E	A, I
To have experience of working with people of all ages in a volunteer or professional capacity	D	A, I
The post holder will have responsibility for safeguarding.	E	I
To possess a full driving licence	D	A

A = application form

I = interview

Other information

- The role will be part time.
- Evening and weekend work will be essential as well as being present at Christmas and Easter.
- The appointment is to join the staff team and ultimate accountability is held by the church meeting, through the Elders and Deacons
- Line management rests with the Senior Pastor or approved alternative
- Appointment is dependent on a recent and satisfactory enhanced DBS check to work with children and vulnerable adults.

Application by submission of an application form (below), a current CV and the names and contact details of 2 referees, one of whom should be your church minister and the other, your current or most recent employer or if this is your first job, then a higher or further education lecturer.

Unless asked not to, we will assume you would be happy for us to contact your referees before the interview.

Applications may be returned as a hard copy to:

Ruth Lawrie (Church Secretary), Beulah Baptist Church, Clifford Road Bexhill TN40 1QA or as an attachment to churchsecretary@beulahbaptist.co.uk in PDF format or as a MS Word document.

Shortlisted candidates will be called for an interview, the format of which will be explained when the date is confirmed.

Closing date: **Friday 29th August 2025**

Interviews **week beginning 1st September 2025**

The successful candidate at interview will be asked to meet the church, following which the appointment will need to be ratified by a church members' meeting.



**BEULAH
BAPTIST
BEXHILL**

**Application form Worship Co-Ordinator – Beulah Baptist Church
(Please pay particular attention to the person specification when completing this form)**

First name
Surname
Address
Telephone
Email
Briefly describe an occasion when you implemented a new initiative in developing worship in the life of the church. (200 words max)
What went well? (100 words max)

What would you do differently next time? (100 words max)
Give an example of a situation in which you have trained and developed a new team member, integrating them into a well established team (200 words max)
Briefly explain why you feel you are suitable for this role (300 words max)

Please do not forget to attach a current CV and your referees' details.

Thank you for completing this form and showing interest in our church.

We look forward to hearing from you.