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**Weekly update from the
Association Administrator,
Steph Tidy 01444-233431**

admin@seba-baptist.org.uk



"Jesus, name above all names,
Beautiful Saviour, Glorious Lord;
Emmanuel, God is with us,
Blessed Redeemer, Living Word."

Nadia Hearn

SEBA Day of Prayer

Prior to his home-call, David Burr shared with the SEBA team that he had been inspired through a vision, whilst at prayer in a Cathedral, to call the association to a day of prayer. Believing this to be of God, we want to see David's vision fulfilled. Thus we are inviting all the churches of SEBA to join in.

Sunday 18th March 2018

is the chosen day, two weeks before Easter. How each church works with this is up to you. It may just be an inclusion in the services or it could over-spill into prayer times that day, or during the week. If you can't join us on that date, please find another day later in the year that suits.

We long for an outpouring of the Holy Spirit here in the South East. That is

God's prerogative; but we can help or hinder this; we can seek His face.

“When we work we work, when we pray, God works.” Oswald Smith

Many of our churches already hold Beacons of Prayer meetings and other prayer groups. We have lost David Burr and Brian Hasler but I know that for both of them the call to pray for the South East was vital.

There are many situations and people who need our prayers at the moment and I will put some of them below; however the prayer for our daily bread is vital – by which I mean the resources of the Kingdom of Heaven let loose today. Revival is the call for God's Spirit to re-vive, to put life back in, to that which is struggling or half-dead. In other words, this isn't about the conversion of lots of people; it is about us. We need revival. The overflow of that causes the transformation of lives and homes around us. 95% of the folk around us do not know Jesus, so we long for that overflow!

At the Ministers' Conference we were challenged to pray for fire to fall from heaven on the church (not as in Alan Finnegan's illustration from Liverpool where his intern is charged with setting the church on fire!) and we must not let that be a moment of excitement that then becomes a damp squib.

- Please pray for the SEBA team as we try to sort things out after the loss of our two great friends David Burr and Brian Hasler. And please prayer for Paula Burr and Brian's family as well as Isobel Edwards after Andrew's home call.
- Please pray for David and Sandra Hill after the loss of their two sons, Jason and Stuart.
- Please pray for a continued increase in our interdependency in the churches of SEBA, learning that healthy churches support one another and are not isolated.
- Please pray for the Turning coming to East Sussex.

- In addition to our prayers for ourselves we are being called to pray with our brothers and sisters in Christ during the eight days of 'Thy Kingdom Come' 13th-20th May.

Please join us in prayer

Prayer requests

Please remember in your prayers those, across the Association, who are unwell or in need:

- Ray Avenell (Treasurer at Strood Gospel Mission Church) - Pray for Ray as he deals with the side-effects of the chemotherapy (for cancer in the bowel, abdomen and chest).
- Revd David Hill & Sandra Hill - **update** - you will all have received the update from David & Sandra, earlier this week - please pray for them both, with the upcoming funerals of their sons, Stuart & Jason, on 22 March; and Stuart's girlfriend's funeral (which David will also be conducting) next Thursday.
- The whole Mumford family (at South Ashford Baptist Church) - **update** - Carolyne is a little better, but still not 100% and now their eldest son, Daniel, has been diagnosed with Shingles. Carolyne's dad's funeral is on Wednesday 21 March. Please pray for the whole family; Andrew, Carolyne, Daniel, Hannah & Zach as they are dealing with so much.
- Revd David Parsons (Retired Minister) - **update** - David's chemotherapy has now finished, and he will start a short course of radiotherapy around April (as a precaution). He sends his thanks for all your prayers.
- Revd Sandra Platford (Minister at Aldershot Baptist Church) - pray for Sandra's recovery, following her recent arm operation.
- Revd Seyan Tills (Minister at Walmer Baptist Church) – Please pray for Seyan and all his ongoing health issues. Please continue to pray for the church at Walmer as they support Seyan.

- Revd Jan Vidler (Minister at Community Church Robertsbridge) - please continue to pray for Jan, following the recent loss of her mother.

(if you would like your name added to the prayer list, please email me

(admin@seba-baptist.org.uk)

(Please note, the prayer list is in alphabetical order, and any new requests or updates are highlighted)

BU President 2019/20

I would like to remind you that voting is now open for the next President of Baptists Together.



The SEBA Executive nominated Ken Benjamin, of Chichester Baptist Church; Linda Turner of Martham Baptist Church is also standing. Information about voting has been sent to ministers and church secretaries in an email on 18th Jan from htreavis@baptist.org.uk. Click on this link to see their introduction videos <https://www.baptist.org.uk/Groups/250288/Elections.aspx>

If you were at the Ministers' Conference, remember not to vote for Elsie! Voting closes at the end of this month.

Stuart

SEBA Notices

SEBA's Church Project of the Year 2018:

Don't forget to check out SEBA's Church Project of the Year 2018, Sheddingdean Baptist Church (Cornerstone Project), video <https://youtu.be/zOIEKyPR2hc>

Look out for postal mailing, going out to Church Secretaries, next week.

SEBA Disability Awareness Day:

SEBA are holding a Disability Awareness Day on Saturday 21 April 2018 at Reigate Baptist Church in Surrey. The day will include key note speakers and seminars on accessibility in the widest sense; one of the speakers is Susan Myatt, who has been travelling to Baptist churches across the country, speaking on Deaf Awareness. This will be invaluable for churches who wish to be as inclusive as possible to everyone in their local community. Please mark this date in your Church Diary and further information, publicity and booking particulars will follow soon.

Ministers study trip to Israel:

There are still a few places available on the Ministers' Study Trip, provisionally booked for 4-11 October - final quotes are looking at around £1,100 for the trip. If you are interested, please let Stuart know stuart@seba-baptist.org.uk

South Eastern Baptist Women's Ministry:

Future Events:

Lord Give Me A Song - Encouragement Day on 12th May 2018. Hosted by Godalming Baptist Church (15 Queen Street, Godalming, GU7 1BA)

Contact Patsy at padunning4@gmail.com for more information.

SEBA Training

GDPR Webinar:

Don't forget the Baptist Union's webinar on Tuesday 27 March (details will be

circulated to churches in due course, or can be found, nearer the time on the link below) - the webinar will include a time for questions. A video of the webinar will also be available (after the event), and will be on the Baptist Union's new GDPR dedicated page, which is now up and running <http://www.baptist.org.uk/gdpr>

SEBA Communications Workshop:

Saturday 28 April 2018 10am-3pm

Horley Baptist Church (289 Court Lodge Road, HORLEY, RH16 8RG) - cost £5 per person (pay on the day)

Mike Lowe, Communications Enabler for Baptists Together will be running the workshop to help you to equip your church to communicate in the digital age.

The workshop will include:

- Linking your vision with your mission
- Church social media and websites
- Safely and effectively use digital communication
- Print based communication, building a relationship with the local press and what to do in a crises
- Take home resources

Click [here to download a poster](#) for more information.

To book your place, please email Paul's PA, Pam pam.admin@seba-baptist.org.uk

Core Leaders training:

Saturdays 9 & 30 June 2018, 9-30am-12.30pm at Tunbridge Wells Baptist Church (Upper Grosvenor Road, TUNBRIDGE WELLS, TN1 2EP)

Our Core Leaders Training is open to any Baptist Pastor / Deacon / Elder / Church Leader.

The course covers 6 subjects (Spirituality - Trusteeship - Spiritual Life of the Core Team - Working Together - Decision Making - Mission/Pastoral Care). The course is over 2 sessions on separate dates, to complete the course you will need to attend both sessions.

Click [here for a poster](#).

Please book your places by emailing Pam Kerley at pam.admin@seba-baptist.org.uk giving your contact name & phone/email, name of your church and names of those attending.

Full £15 payment either before or on the first day (9th June).

(Cheques payable to "South Eastern Baptist Association" please)

Phone bookings and queries to Paul Kerley on 01580-766020 or Pam's email address as above.

Please book before 19th May 2018 (spaces limited)

Excellence in Safeguarding training:

Level 1 Excellence in Safeguarding

- (All Age service version [8 minutes])
A new Level 1 Excellence in Safeguarding film designed to be shown in all age services.
https://www.baptist.org.uk/Articles/513615/Level_1_Excellence.aspx
- (Church Meeting version [4 minutes])
A new Level 1 Excellence in Safeguarding film designed to be shown to your Church Meeting.
https://www.baptist.org.uk/Articles/514025/Level_1_Excellence.aspx
- (Materials for Children and Young People)
A new Level 1 Excellence in Safeguarding written material designed to be used with your children and young people.
https://www.baptist.org.uk/Articles/514026/Level_1_Excellence.aspx

Level 2 Excellence in Safeguarding (covering Children & Adults at Risk): [Level 2 is for the Minister, Trustees, Designated person for Safeguarding & all those who work with Adults at risk, Children & or young people.]

- Saturday 10 March 2018 /// Bookham Baptist Church – 9.30am - cost £10 per space.

- Saturday 24 March 2018 /// Seaford Baptist Church - 9.30am - cost £10 per space
- Saturday 28 April 2018 /// Reigate Baptist Church – 9.30am - cost £10 per space.
- Saturday 19 May 2018 /// Battle Baptist Church - 9.30am - cost £10 per space
- Monday 4 June 2018 /// Cheriton Baptist Church – 6pm - cost £10 per space
- Saturday 30 June 2018 /// Redhill Baptist Church - 9.30am - cost £10 per space
- Saturday 14 July 2018 /// Borstal Baptist Church - 9.30am - cost £10 per space
- Saturday 15 September 2018 /// Farnham Baptist Church - 9.30am - cost £10 per space
- Saturday 6 October 2018 /// Ashford Baptist Church – 9.30am - cost £10 per space.
- Saturday 3 November 2018 /// Milford Baptist Church - 9.30am - cost £10 per space

Level 3 Excellence in Safeguarding (covering Children & Adults at Risk): [Level 3 is for Ministers, Trustees & the Designated person for Safeguarding and all who lead groups with Adults at risk, Children & or young people]

- Saturday 10 March 2018 /// Bookham Baptist Church – 1.30pm - cost £10 per space
- Saturday 24 March 2018 /// Seaford Baptist Church - 1.30pm - cost £10 per space
- Saturday 28 April 2018 /// Reigate Baptist Church – 1.30pm - cost £10 per space.
- Saturday 30 June 2018 /// Redhill Baptist Church - 1.30pm- cost £10 per space
- Saturday 14 July 2018 /// Borstal Baptist Church - 1.30pm- cost £10 per space
- Saturday 15 September 2018 /// Farnham Baptist Church - 1.30pm- cost £10 per space

- Saturday 6 October 2018/// Ashford Baptist Church – 1.30pm - cost £10 per space.
- Saturday 3 November 2018 /// Milford Baptist Church - 1.30pm- cost £10 per space

For more info or to book please click [here](#) to contact Maeve

* Please note, anyone attending both level 2 & 3 training, on the same day, will need to bring a packed lunch (unless otherwise stated).

There is a safeguarding introductory guide on the Baptists Together website, this guide would be good for anyone who is new into work with children, young people or adults at risk, and as a refresher for anyone who is planning to come to training. it can be found [here](#).

Events

Please note - with all events advertised below, whilst we are publicising them, the views and comments expressed are not necessarily approved by the Association - unless they have been organised specifically by the Association.

Health & Safety for churches:

Saturday 10 March 2018, 10am to 4pm

Frindsbury Baptist Church (Cooling Road, STROOD, ME2 4RG)

Free Seminar

A general health and safety seminar that will touch on Fire Safety, CDM 2015 (to keep everyone up to date!), risk assessment, management of asbestos, etc. This is aimed at those in leadership.

Click [here](#) to download a poster

"Why Bother With The Bible?"

Saturday 17 March 2018, 10am to 4pm

Frindsbury Baptist Church (Cooling Road, STROOD, ME2 4RG)

Free Seminar - free tea, coffee & snacks

A look at Biblical inerrancy, interpretation and inspiration - taking an apologetics-based approach to getting more out of the bible - this is targeted at believers of all levels from new arrivals to seasoned veterans, and would be useful for anyone in leadership who is not planning on doing a degree in theology in order to get the most out of the word.

Click [here to download a poster](#)

"Know and Grow":

Saturday 17 March 2018, 9.30am-4.30pm Worthing Baptist Church (Christchurch Road, Worthing, BN11 1JH)

Led by Pete & Christine Winmill of Count Everyone In (www.counteveryonein.org.uk)

This is a training day for churches and groups involved in Christian ministry with adults with learning disabilities. Cost £15 - please bring your own food for lunch - other refreshments provided.

For details and booking information contact Pete & Christine

Winmill (counteveryonein@gmail.com) or Helen Philip (shineworthing@gmail.com)

SEBA Day of Prayer 2018:

Sunday 18 March 2018 - More details above

Renew Wellbeing Information Evening:

Thursday 22 March 2018, 7.15pm

Queens Road Baptist Church (Broadstairs, CT22 7NU)

Renew Wellbeing helps churches open spaces of welcome and inclusion in partnership with the mental health teams to improve mental and emotional wellbeing by having a café style space. Ruth Rice, the director will be leading a meeting on Thursday 22nd March at 7.15pm at Queen's Road Baptist Church.

More information is available on the website – www.renewwellbeing.org.uk

Or email Alison on Alirkitch@hotmail.com

'What do the people of God look like?' Women's Away-Day:

Wednesday 28 March 2018 (change of date) 10.00am-4.00pm

Waverley Abbey House

Led by Debbie Laycock. To book your place please contact Sally Pollard - 01483-428646 pollard3@hotmail.co.uk or Janet Fry janetfry1@gmail.com

Click [here to download a \(new\) poster](#)

There are no ordinary people - Jeff Lucas (& the Searchlight Theatre Company):

Monday 26 March 2018, 7.15pm

Worthing Baptist Church (Christchurch Road, WORTHING, BN11 1JH)

Suitable for all

Tickets £10 till 28th Feb. Tickets £12 in March.

Online booking at searchlighttheatre.org

Wintershall events:

The Passion of Jesus - live in Trafalgar Square

Good Friday, 30 March 2018

Free performances 12 noon & 3.15pm

The event will be live streamed, check out www.wintershall-estate.com for more information

Click [here to download the poster](#)

The Passion of Jesus - live on Guildford High Street

Easter Saturday, 31 March 2018

Free performances 12 noon & 2.30pm

Click [here to download the poster](#)

Battle Sportsreach 2018:

Bookings now open! Netball & Soccer School

Wednesday 4 to Sunday 8 April 2018

@ Battle Sports Centre, Claverham

Cost £50 – same as last year (Some financial help may be available)

Netball for anyone aged 9 to 13

Soccer for anyone aged 7 to 14

10-4pm daily (Wednesday-Saturday) - Saturday ends with World Cup & BBQ until 5pm

10.45am Sunday SportsReach Awards Service at Baptist Baptist Church, Mount Street

Please email Church Office for a booking form office@battlebaptistchurch.org.uk or [download it by clicking here](#)

Training in Pastoral Care:

Thursday 12 April & Thursday 17 May 2018, 7pm-9.30pm

Pulborough URC (80 Lower St, Pulborough, RH20 2DW)

Session 1: 12 April: Introduction to Pastoral Care

Session 2: 17 May: Developing your Listening Skills

For more details or to book your place, contact Andy

Twilley: training@urcsouthern.org.uk

Everyone welcome - no charge

Click [here to download a poster](#)

Adrian Plass (& Searchlights Theatre Company) 'Out of his head':

Friday 20 April 2018 7:15pm - 9pm

Auditorium, Guildford Baptist Church (Millmead, GUILDFORD, GU2 4BE)

Guildford Baptist Church are excited to be hosting Adrian and Bridget Plass, together with Searchlights Theatre Company, as part of Adrian's 'OUT OF HIS HEAD' tour.

The evening includes readings, poetry and dramatisations from many of Adrian's books including his newly published novel 'The Shadow Doctor', exploring new perspectives on the ingenious working of the Holy Spirit in ordinary people's lives.

Lots of memories. Lots of laughs. Lots of chat. Lots to think about.

The tour is sponsored by World Vision and there will be an appeal on their behalf before the interval.

For more information and to book online, go to: www.guildfordbaptist.org
Alternatively, contact the church office on 01483 575008.

SEBA Disabilities Awareness Day:

Saturday 21 April 2018 - Reigate Baptist Church

more information to follow

Bright Black Forum Presents: Beyond the Dream? - Marking the 50th Anniversary of the death of Martin Luther King Jr:

Tuesday 24 April 2018, 9.45am – 4.00pm

Highgate Baptist Church Centre (Conybere Street, Highgate, Birmingham, B12 0YL)

Cost: £20.00, includes lunch and refreshments.

Please [Click Here](#) for details

Please [Click Here](#) to book.

For more details, please email Kumar Rajagopalan on siva_kumar.t21@btinternet.com

SEBA Communications Workshop:

Saturday 28 April 2018 - Horley Baptist Church - details in SEBA Notices, above.

'Living With Cancer':

Saturday 28th April 2018 (Coffee from 9.30am) 10.00am-12.00 noon

Godalming Baptist Church (Queen Street, Godalming, GU7 1BA)

Led by Dr Karen Jones GP at Binscombe Medical Centre. The morning will cover some of the treatments and side effects, advice about how to look after yourself following treatment, information about resources and self-help groups and positive news about improved survival data. The morning is for everyone, those with diagnosis, friends and family and everyone who wants to have more awareness of living with cancer. There is no charge but an opportunity to donate to the Farncombe Community Garden Project-a place for those with any long-term health condition to come and find peace or rest or therapy through gardening.

To book a place please contact Sally Pollard pollard3@hotmail.co.uk 01483-428646 or

Janet Fry janetfry1@gmail.com

Click [here to download a poster](#)

National New Housing Conference:

Saturday 28 April 2018, 10am-4pm

Finchampsted Baptist Church (FBC Centre, Gorse Ride North, Finchampstead, Berkshire, RG40 4ES)

All welcome - It's a national conference open to all denominations and Christian traditions.

To book your place click on the link

https://www.baptist.org.uk/Articles/514643/Housing_Hub_Conference.aspx

If you would like any further information, please contact Revd Penny Marsh (who is leading the event) penny@seba-baptist.org.uk

Baptist Historical Society - 2018 AGM & Lectures:

Thursday 10 May 2018, AGM at 1.30pm and lectures from 2pm (anticipated close 4pm)

Bloomsbury Central Baptist Church (Shaftesbury Avenue, LONDON, WC2H 8EP)

"Journeying to justice: Where do we go from here?"

These lectures are free

BHS members and non-members welcome

SEBWM Lord Give Me A Song encouragement day: 12 May 2018 - see SEBA

Notices above

Rural Ministries Annual Conference:

Friday 8- Saturday 9 June 2018

Hayes Conference Centre, Swanwick, Derbyshire

The conference cost is just £90 per person including accommodation on the 8th June, all meals and delegate packs. Full details of the event and booking information can be found on our [website](#) or on [Facebook](#).

Click [here to download a flyer](#)

SEBA Core Leaders training:

Saturdays 9 & 30 June 2018 - Tunbridge Wells Baptist Church - details in SEBA Notices, above.

The Life of Christ - Wintershall Estate

19-23 June 2018, 10am-3.30pm

(Wintershall, BRAMLEY, GU5 0LR)

Book now at www.wintershall-estate.com or by calling 01793-418299

Click [here to download the poster](#)

SEBA Pastors' Study Trip - Israel:

4-11 October 2018 - more details in SEBA Notices above

SEBA Make A Difference (MAD) Mission:

20-25 October 2018 - Headcorn

Do you want to do something worth while this year? Do you want to make a difference, share your faith, help with a mission, grow in your Christian life, learn new skills, return to your church a changed person? Then joining a 'MAD' team is for you.

For more information, check out the SEBA website - [click here](#).

Click [here for a booking form](#).

Holy Land Tour 2019:

3-11 April 2019

David Ronco (Hertford) is leading another of his popular introductory trips to the Holy Land next year from April 3rd – 11th. For a review of his last trip and brochure for this next one visit www.baptistwinningisrael.org.uk or contact David on dcronco@gmail.com

Advice, Resources & Information

Baptist Union news:

Baptist Union Prayer Diary for week beginning beginning 11 March: On this Mothering Sunday we pray:

Loving God, we give thanks for all who care for us,
who have encouraged us and helped us grow,
who have forgiven us, and cared for us when we were unwell, who have supported
us when times were hard,
who have challenged us, who have told us about you. Nurturing God, we give you
thanks.
Amen.

Prayer from the Diocese of Bath & Wells

A dramatised production of Handel's Messiah will be in cinemas for one night only this Easter (28 March) – and church groups are being encouraged to catch this unique production <http://ow.ly/SvDV30iGPaE>

Next week it's Mothering Sunday. A reflection on how your church can help mums not just on one day, but every Sunday <http://ow.ly/4ODc30iGM2T>

A Baptist minister has memorised all 13,726 words of Mark's Gospel - and is bringing it to life in a dramatic performance. Well done, Howard!

Howard would be happy to bring his performance of Mark's Gospel to other community settings <http://ow.ly/sWQM30iGNnE>

National New Housing Hub Conference 28th April 2018 Finchampstead Baptist Church. This is an opportunity to gather and learn from one another so we can make a difference and see God's kingdom come in new communities across our nation.

Book here https://www.baptist.org.uk/PaymentGroup/Registration.aspx?group_id=301657

Celebrating, Surviving and Thriving - Women in Baptist Ministry, Thursday 28 and Friday 29 June 2018, Birmingham. This overnight gathering aims to encourage and connect women in Baptist ministry. Book here www.baptist.org.uk/womenministry

And please don't forget:

Baptist Assembly bookings are open. We are delighted to be bringing the Assembly back to the KingsGate Centre for 2018 and hope you and others from your church will join us as we gather for a day of worship and celebration.

www.baptistassembly.org.uk

'An Almighty Inning':

Revd Andrew Scott, Minister at Ashted Baptist Church has written a book about cricket and Christianity, called An Almighty Innings. It's a creative way for cricket enthusiasts to engage with the message of the Bible and the Christian life.

'An Almighty Innings uses cricketing illustrations alongside personal stories to deliver: a better understanding of the overall story of the Bible, a deeper discovery of the Christian faith, a greater awareness of God's message of love for the world and a growing awareness of the glorious role human beings have been given to play in living a life that is not out. Once it's in your hands, hold on tight and don't put it down like a fumbling fielder.'

The book is now available to purchase for £8 (including postage). More info here:

<https://analmightyinnings.wordpress.com>

Jobs

Trustee Opportunity with YMCA Downlink Group:

YMCA DownLink Group (YMCA DLG) was formed two years ago with a vision to be an inclusive organisation with a Christian foundation, transforming communities in Surrey and Sussex so that all children and young people can belong, contribute and thrive. As part of our strategic planning, we are looking for a new trustee to join the Board, with a specific responsibility for young people influencing.

The position is not salaried and reasonable expenses will be paid.

You must be in the age range of 18 - 30 years of age at the start of the tenure of the role

Further Information

For more information you can download the Trustee Recruitment Information Pack from our website - <https://www.ymcadlg.org/job-vacancies/youth-trustee/>

The closing date for applications is Monday 12th March 2018 at 9am.

The interview date is Tuesday 20th March 2018.

For an informal and confidential discussion please contact Fiona Hall, Head of People, on 01273 222550/557.

How to apply

To apply for this position please provide an up to date CV with a short explanation as to why you are interested in working with us as a youth trustee to Fiona Hall at recruitment@ymcadlg.org

YMCA DownsLink Group requires all staff and volunteers to be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Successful applicants are required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

Child & Family Worker - New Life Church, Woking

New Life Church, Woking are looking to recruit a Child & Family Worker to maintain and develop a vibrant and effective children's ministry within the church and the wider community. The successful applicant will be part of a growing and fun team ministry of salaried and volunteer workers, and will work closely with our Youth & Young Adults Pastor.

The post is currently advertised for 4 days per week with a salary of £16,000 (£20,000 pro-rata).

For details and a full job description, please email: alan@newlifechurch.org.uk

Applications close 31 March 2018

Reception and Administration Support - Tunbridge Wells Baptist Church

Job Type: Permanent, part-time

Hours: 9.00 to 13.00 Monday to Friday. Additional hours flexible.

Salary: Competitive, dependent on experience

Starting date: April 2018

Closing date for applications: 9 March 2018

Tunbridge Wells Baptist Church is a growing diverse church family of 350 adults and children. We have young families, folk from overseas, older people and more, reflecting the community in which we live! Our vision is to be part of God's transforming work in our community.

Due to the current post holder stepping down to spend more time away from Tunbridge Wells we are looking to recruit either one or two part time office staff to provide reception and administration support to the church.

The building, based in the centre of town, is well used during the week and you will be the first point of contact for many people contacting the church - the ideal person will be calm, warm and organised!

For the right person or people (the role could be shared), the hours would be up to 23 hours a week to cover the following areas:

- Welcoming visitors, dealing with phone calls, post and emails from 9.00 to 13.00 Monday to Friday
- Dealing with booking enquiries, taking bookings, arranging access and setting up rooms. Putting together a weekly schedule and ensuring everything runs smoothly. Report any issues with the building to the warden.
- Ordering of supplies, photocopying, printing of resources as required.
- Producing weekly service sheets and power points, updating the website and Facebook page and all other church publicity material and ensuring that the notice boards and handout displays are attractive and up to date.
- Organise the practical aspects of baptisms, weddings, funerals, courses and other special events.

- Complete other tasks as requested

The successful candidate will have good IT and communication skills (and be willing to attend training courses if required) and be able handle all situations with sensitivity and good humour. It is important that staff are a part of the Church family and our mission, and so they would be expected to become a member of TWBC and attend Sunday morning services regularly.

For further information and an application form, please contact Barbara O'Driscoll at barbara.odriscoll@twbc.org.uk

If you would like to add a church-based, or Christian charity vacancy to the weekly emailing, please let me know admin@sebabaptist.org.uk

Please note, we cannot post vacancies for Church Minister positions, as these should go through Revd Stuart Davison, and the Settlement system.



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