



Duke Street

Reach | Build | Send

Head of Ministry Support at Duke Street Church

Duke Street Church is an FIEC church in the heart of Richmond in South West London. It is a church with over 200 members which hosts a busy programme of events during the week. Our vision is to reach people with the gospel, to build one another up in Christ, and to send others to serve our Saviour elsewhere. We currently have a staff team of eight.

We are looking for a new Head of Ministry Support (HOMS) to replace our current HOMS who has just been appointed pastor elsewhere. The role will involve the following tasks and functions, though we would be open to exploring variations in order to make best use of the particular gifts of the person appointed.

Operations

The HOMS will be the first point of contact for all visitors and members. Amongst other duties, he/she will keep the church calendar, prepare the weekly newsletter, and coordinate between ministries.

Sunday

The HOMS will be responsible for the smooth running of Sunday services. This will include, unlocking and locking the church building, being on point to make sure services work smoothly, and liaising with teams such as the PA/AV Team, the Welcome Team, and the Music Team.

Staff Management and HR

The HOMS will take a lead in staff welfare and in the practical support of the staff team. This will involve drawing up and updating staff contracts, managing the church office staff, attending and facilitating various meetings, and supporting the Elders and Council in practical matters

Compliance

The HOMS will ensure that the church is compliant and up to date with policies and legislation. This will include carrying out Health and Safety checks, signing off risk assessments, and ensuring DBS checks are carried out and are up to date.

Premises

Duke Street Church owns a number of separate buildings. These require upkeep, including both reactive and proactive repairs and alterations. The HOMS will be the first point of contact for all premises-related matters. He/she will handle contractors, working with the church's Fabric Deacon to make repairs/updates on all church properties, and manage the cleaner.

Finance

The HOMS will oversee the church's finances in consultation with the Finance Deacon and team. The role will involve some payment authorisation.

IT

The HOMS will be the first point of contact for the church's IT needs. This will include updating the website, organising social media posts, and trouble-shooting IT problems.

Other

Other duties may be required from time to time, such as some administrative work. There will also be some midweek events to support from an operations angle.

Room Hire

The HOMS will be responsible for dealing with room hire, including: showing potential clients around, liaising around hirers' needs, drawing up contracts, making provision for opening and locking the building, supporting hirers with IT needs, and ensuring that hirers leave the premises as they found them.

Key Skills

- A Christian who lives up to Deacon requirements in I Timothy 3
- Fully in agreement with Duke Street Church's Doctrinal Basis and showing respect for our Doctrinal Distinctives
- A team player
- A capable manager
- Proactive and able to identify operational needs
- Possessing good administrative skills
- Showing an ability to work under pressure and to help those who feel under pressure
- Willing to delegate
- Ready to work from the church building

Hours and Salary

We expect the working week to comprise 40 hours per week. The salary range will start at £40,000 pa, depending on experience.

Closing date for applications is 4 November 2025.

Please send your CV and personal statement to:

office@dukestreetchurch.com

Further enquiries to James Muldoon.

07853022651

james.muldoon@dukestreetchurch.com