



Missions and Operational Pastor

Application Pack



Planted in Grace. Growing in Christ. Gathering as Family.

Bridge Church, Launceston, Cornwall, PL15 7ED



Job Description

Job Title: Missions and Operational Pastor

Location: Bridge Church (Launceston, Cornwall, PL15 7ED)

Responsible to: The Bridge Church Minister

Purpose/Objectives: To connect with local children, families and community members, extending a warm invitation and a safe, loving welcome to Bridge Church. To create opportunities for people to experience the Kingdom and encounter the Holy Spirit through sharing faith with them, in support of the Great Commission that Jesus has given to us.

To run the Seed Café, Shining Stars and Bridge Kids and other operational missional initiatives.

Main Responsibilities:

1) Leadership and Strategy

- Work together with the church leadership to facilitate strategy, vision and direction, particularly regarding the mission endeavours of Bridge Church.
- Ensure that all mission activities are operating at a high standard and with adequate support and resources.
- Lead, develop, oversee and support our ministries, The Seed Café, Shining Stars and Bridge Kids, within the church and the local community.
- Develop and facilitate further mission opportunities in the community, including in partnership with mission organisations, local schools, and other churches.

2) Team Management

- Recruit volunteer staff, within Safer Recruitment processes.
- Provide induction and regular update training for volunteers, as appropriate to their roles (e.g. Safeguarding, Food Hygiene, Health and Safety and other).
- Provide ongoing management, encouragement and training for volunteers.
- Arrange rotas for café staff and children's groups, ensuring that each activity has an adequate volunteer team, understanding and managing the numerical need as required.

3) Café Management

- Manage all aspects of the daily running of the café, including some food preparation, restocking and delivery of goods to the café, ensuring its smooth running and proper administration.
- Ensure a high level of safety and organisation within the café, kitchen and soft play area.
- Develop and manage positive relationships with customers, staff and suppliers.
- Support groups and activities within the building through ensuring the provision of food and beverage services.

4) Administration and Finance

- Coordinate the organisation and promotion of activities and special events.
- Manage scheduling, room resources and other facility resources.

- Manage budgets for the café and children's ministry, actively monitoring income and expenditure and adjusting plans accordingly, and liaise with the Head of Finance as necessary.
- Provide reports on request, e.g. for church leadership, church meetings and annual returns.
- Maintain appropriate records.

5) General

- Attend Bridge Church services.
- Attend the regular staff meeting.
- Attend regular line management meetings with the Pastor/Minister.
- Work within the policies and procedures of Bridge Church and Launceston Area Methodist Circuit.
- Undertake and update mandatory training, as required.

There is a genuine occupational requirement that the holder of this post is a practicing Christian.

Person Specification

Job Title: Missions and Operational Pastor



	Attribute	Essential/ Desirable
Education & Training	Food Hygiene or Food Handling Certificate is required (Assistance in achieving this will be made available)	D
	Experience, qualifications and/or a good understanding of Children and Families Work	E
Knowledge & Skills	Excellent interpersonal skills - able to establish rapport, develop good working relationships, and work with people at all levels and from diverse walks of life	E
	Able to communicate effectively in writing and verbally, in person and by telephone	E
	IT proficiency - capable of word processing, using and maintaining databases and spreadsheets, and Internet research	E
	Able to manage financial information confidently and accurately, with a working knowledge of budgets and budgetary controls	E
	Able to maintain appropriate confidentiality in relation to finances, pastoral matters and personal data, including handling records/data in line with GDPR	E
	Sound working knowledge of Health and Safety requirements	D
	Strong organisational and administrative skills	E
	Able to contribute effectively to a team	E
	Able to lead, manage, encourage and motivate others	E
	Experience of working alongside/managing volunteers	D
	Able to assess and report on impact	D
Qualities & Aptitudes	Committed Christian who is a passionate pursuer of Jesus and has a heart to see the Kingdom advanced through mission activities	E
	Keen understanding of church leadership	D
	Experience of working within the day-to-day activities/life of a church	D

Qualities & Aptitudes (continued)	Awareness of and able to embrace the culture and values of Bridge Church, working cooperatively across the organisation	D
	Understanding of Methodism	D
	Empathy, with a particular commitment to children and an understanding of the factors affecting their lives	E
	Able to exercise patience, acceptance, tolerance and flexibility, and build relationships with a non-judgemental, non-authoritarian approach	E
	Self-motivated, with a high level of initiative	E
	Persistence to see tasks through to successful completion	E
Other Requirements	Able to attend Sunday services as a member of Bridge Church	E
	Willing and able to work flexibly, including evenings and weekends, as required	E
	Satisfactory Enhanced check from the Disclosure & Barring Service	E
	Prepared to undertake training to update knowledge and skills where required	E



Terms and Conditions

Job Title:	Missions and Operational Pastor
Employer:	The holder of this post will be employed by Launceston Area Methodist Circuit and will be a part of the circuit lay employee network.
Hours:	Full time, 35 hours per week
Salary:	£28,500, in line with relevant experience
Location:	Primarily on site at Bridge Church
Holiday:	25 days' leave per year, plus statutory bank holidays, plus 3 additional days at Christmas
Pension:	4% employers' contribution to pension, dependent on employee contribution of 4%
Contract:	This is expected to be a permanent post, subject to funding. Current funding for this post is for three years.

Appointment will be subject to:

- Proof of eligibility to work in the UK
- A satisfactory Enhanced Disclosure & Debarring Service (DBS) check
- Satisfactory references

Confirmation in post will be subject to the successful completion of a 3-month probationary period.

Further information



Bridge Church:

We are a vibrant Methodist congregation in the town of Launceston, known as one of the gateways to Cornwall as we're at the entry to the county. It's a market town with medieval heritage, historic architecture and Georgian streets, situated between Bodmin Moor and Dartmoor, and only a short drive to the north coast.

Our vision for Bridge Church is to be somewhere...

Where the lost are found.

Where believers are equipped.

Where all people are served and valued.

The lonely are enfolded into community.

All praise and credit go to God.

We have a real heart to be Planted for the Community, and believe every person has a part to play with their God given identity, to see God's kingdom grow here in Launceston.

Our Ministries:

Our ministries are an expression of Bridge Church's vision. The Missions and Operational Pastor will be especially involved in these:



Bridge Kids is our vibrant Sunday ministry for children, designed to help our youngest hearts grow in their love for Jesus. Through fun-filled Bible teaching, creative crafts, and inspiring stories, we make the message of Christ come alive in ways that are joyful, meaningful, and memorable.

It's more than just Sunday school — it's a place where faith begins to take root.

Bridge Kids is run on the 2nd and 4th Sunday of each month.

<https://bridgechurchuk.org/sundays>



The Seed Café is open from 9am until 12:30pm every Monday, Tuesday, Thursday and Friday! It is located within the church auditorium with a soft play, comfy seating and great coffee.

<https://bridgechurchuk.org/seed-cafe>



Shining Stars is a fun, relaxed playgroup where babies and toddlers can explore, play, and grow, while the little ones enjoy toys, games, and songs. For the parents you'll have the chance to meet other parents, share experiences, and make new friends in a welcoming space.

<https://bridgechurchuk.org/shining-stars>

Find out more about us:

Visit our [website](#) to learn about some of our other ministries and read our [vision and values](#).

Find us on Facebook – we have pages for the [church](#), [The Seed Café](#) and [Shining Stars](#).

Find us on [Instagram](#).

Explore Launceston and discover more about the town [here](#).

For more information or an informal chat about the role, please contact Debbie Garden:

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