

ST NICHOLAS COLE ABBEY

CENTRE FOR WORKPLACE MINISTRY

Women's Minister

Salary: Dependent on experience

Hours: Full time over 6 days (Mon-Fri & Sun), with flexibility for further theological training where appropriate.

Contract: Permanent, with an anticipated start date of September 2026.

Report to: Chris Fishlock, Minister in Charge

Holiday: 5.6 weeks of annual leave, including Bank Holidays, pro rata.

Extra days off at Christmas and Easter with office closure.

Up to a further 2 weeks of ministry leave, pro rata, to lead on Christian camps.

Benefits: 15% employer pension contributions. Death in service benefit. Lunch expense contributions.

About us:

We are a young conservative evangelical church in the heart of the City of London, seeking to know Jesus and make him known among the 500,000+ workers on our doorstep.

Since launching in 2016, our Sunday congregation has grown to around 80 adults and 20 children. We are passionate about training and growing our church family in Christian maturity and so we run weekly Bible studies, weekends away, evangelistic events and courses, and a Word Ministry Training programme.

Alongside Sundays, we run four midweek lunchtime talk ministries across central London; the London Bridge Talks, Fleet Street Talks, Victoria Talks and St Nick's Talks, which have been running for between 2-28 years! Christians are encouraged to join us each week to stand for the gospel, bring colleagues, grow through Bible teaching, and be equipped to share their faith at work.

St Nick's is also home to The Wren coffee shop, which supports the work of the church financially, as well as providing opportunities to reach the City workers on our doorstep with the good news of the gospel.

Job description:

The Women's Minister will play a key role in the evangelism, discipleship, training and pastoral care of women connected to St Nick's Church and our lunchtime ministries, as well as practical responsibilities linked to this. The role will focus on Bible-teaching ministry to women, primarily in a training and discipleship capacity.

The role would particularly suit a woman with experience in Bible-teaching ministry, and a desire to equip women to know Jesus, make him known, and serve him faithfully in their workplaces, churches and homes.

The post-holder will join the church's senior staff team and will be involved with two of the midweek lunchtime talk ministries, as well as taking primary responsibility for women's discipleship for the Sunday congregation.

Key areas of responsibility:

Midweek lunchtime talk ministry:

Support and ensure the smooth running of the midweek talks by:

- Attending St Nick's Talks (SNT) and one other talk each week, supporting the ministry leader and speakers, including assisting with setup, practical organisation and administration.
- Establishing and maintaining communication with new attendees and ministry partners.
- Managing the administration of the midweek Partnership groups, including coordinating communications, managing group allocations, and supporting leaders with practical arrangements.
- Helping with guest events and one-off projects.
- Contributing to the planning and development of Gospel at Work, including serving on the standing committee, and managing the Gospel at Work website and social media platforms to ensure they remain effective, up-to-date, and supportive of the ministry's mission.

Assist the discipleship and training of women who attend the midweek talks by:

- Leading / co-leading one weekly Partnership group of gospel partners.
- Reading the Bible one-to-one with women connected to the lunchtime talks on a weekly / fortnightly basis with the aim of helping them to apply biblical truth to their working lives and encouraging them in workplace evangelism.
- Meeting regularly with women working in the City (eg. women who attend the lunchtime talks, a new contact from the talks, or a member of a Partnership group), encouraging them in gospel ministry and helping them think through opportunities for witness in their workplaces.
- On occasion, helping to lead Christianity Explored in a workplace and disciple women afterwards.

Sunday church ministry:

- Take responsibility for the women's pastoral ministry of the church, helping ensure women are well supported, integrated and encouraged in their faith.
- Support church weekends away, evangelistic events, Christianity Explored courses and other church family ministries.
- Support Wednesday evening Bible studies by co-leading a Small Group Leaders Bible Study (SLOBS) group, as well as leading one of the Wednesday Bible Study groups if needed.
- Plan content and help with the organisation of 'slot' content for Sunday services and Wednesday evening Bible studies.
- Take the lead for the planning and delivery of an annual 'Women's Brunch' for women at St Nick's Church to encourage and equip women in the church.
- Support the Minister-in-Charge with running and leading a termly Word Ministry Programme (WMT), training members of St Nick's Church in Bible-handling and ministry.
- Assist the teaching staff team in organising the spiritual content of evangelistic ministry events. Attendance at these events is required; to set up, host and clear up alongside the wider staff team.

Additional areas of responsibility:

- Work with the Operations Manager in developing and maintaining St Nick's Church's social media presence.
- Create the monthly prayer diary for SNCA, which is printed and also available on PrayerMate.
- Coordinate the annual ministry diary, including the Wednesday evening Bible study programme, training events, evangelistic events, courses and other key ministry activities.

- Provide line management, pastoral support and ministry oversight for women's ministry staff (currently one City Women's Minister), including regular supervision meetings, annual appraisals, and support for their ongoing ministry development.
- Network with other local churches and ministry organisations (such as Gospel at Work and ReNew) to foster partnerships and shared gospel initiatives.

Requirements:

Skills and experience

- An ability to teach the Bible clearly, faithfully and engagingly, with previous experience in women's ministry, discipleship and Bible-teaching ministry.
- Ability to build healthy pastoral relationships and exercise appropriate discretion and confidentiality.
- Strong organisational skills, with the ability to manage multiple responsibilities.
- Excellent written and verbal communication skills, fluent in English.
- Desirable: theological training through a biblically faithful establishment.

Personal attributes

- Compassionate: able to build strong pastoral relationships, with a heart for discipling individuals in their faith.
- Proactive and reliable: takes initiative in leading and supporting the needs of the ministries with minimal supervision.
- Team player: works collaboratively with church leadership, staff, and volunteers, fostering a sense of unity and shared mission.
- Adaptable and flexible: comfortable handling a variety of administrative tasks and responding to the dynamic needs of the church.

Christian character

- Personal Christian faith, trusting in Jesus alone for the forgiveness of sin and hope of eternal life.
- Conviction of the truth of God's word, the Bible, growing in understanding of and obedience to it.
- Concern for the salvation of the lost, seeking to make Jesus known.
- Godliness in line with the Bible, adorning the gospel in godly conduct.
- Christian maturity, discerning ministry and pastoral sensitivities with wisdom and compassion.
- A heart for the mission of St Nick's Church and lunchtime ministries.
- A humble and servant-hearted attitude, with a willingness to learn and grow within the church's mission and structure.

It is important that the post-holder is able to represent the mission and values of St Nick's in all aspects of the role and there is therefore an occupational requirement to be a mature, committed evangelical Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010.

How to apply

Please send a CV and cover letter to Susannah Williams (susannah@sncs.co.uk) by noon on Friday 26 June. Shortlisted candidates will be sent an application form to be returned by noon on Friday 3 July.

Any job offer will be subject to references and an enhanced DBS check.

We anticipate the successful candidate starting in September 2026, although some flexibility can be offered for the right candidate.