

## **Church Centre Manager Recruitment**

### **INFORMATION SHEET – PUTNOE HEIGHTS CHURCH COMMUNITY CENTRE**

You will always find a welcome here at Putnoe Heights. Our mission is to be a foundation and resource for the positive development and growth of the individual and community life.

At the heart of all that goes on here is a Christian church which meets for the main worship service at 11.00 am on a Sunday morning. This is a special type of church — a 'Single Congregational Local Ecumenical Partnership' (LEP), which means that both Methodists and Anglicans worship together with services shared by our own Methodist Minister as well as Anglican Ministers from St Mark's Church in Brickhill. Christians from these two denominations have been worshipping and serving as one for over 30 years! We welcome all people, whatever your own church background, *(or lack of a church background!)*.

It is our policy to foster good relationships with people from all groups in our local community and to make the centre facilities available without discrimination. This means that no user of the centre will be treated less favourably than another because of their religion, gender, race, ethnic origin, age, sexual orientation, disability, appearance or marital status.

Putnoe Heights Church Centre is a thriving hub of the local community and the numerous halls and rooms are all used continuously throughout the week by over 50 groups and charities. Our facilities include excellent community rooms, disabled facilities and full access throughout the premises as well as a magnificent worship area which is also used for community use throughout the week. We provide a welcoming environment for people of differing abilities and we offer full facilities for the disabled. Our Church Centre Office is open weekdays 9.00am—5.00pm and we can provide photocopying, hall hire, bookings etc.

Hazeldene Heights Pre-School is a non-profit making charity operated by Putnoe Heights Church which has been offering the very highest standards of preschool care and education at Putnoe Heights Church for over 40 years. Rated as 'Outstanding' by Ofsted in 2015, they offer a variety of choices for parents/carers from single sessions to all day care for children aged from 2 - 4 years in full day care and part day care sessions - including; breakfast club, mornings, lunch club, afternoons and after school club. Hazeldene Heights employs extremely well qualified practitioners with many years of experience and long attachments to our pre-school.

The church is run by a Leadership Team and Church Council. Our staff at Putnoe Heights include: Methodist Minister (part time), Office Manager, Pre-School Manager, Assistant Managers and Staff, Youth Worker and Payroll Officer. In addition there are numerous volunteers working in the office and participating in our rotas for Sunday worship.

If you have any questions regarding the vacancy, please e-mail Sue Allen, Senior Leader: [putnoeheightschurch@yahoo.com](mailto:putnoeheightschurch@yahoo.com)