



## **Job Description**

**POST**      Assistant Minister (full-time)

**RESPONSIBLE TO:**    the Vicar for the leadership and administration of: the youth ministry (11-18), small group ministry, and every member ministry at St Patrick's.

### **OVERVIEW OF THE POST**

This is a key role within the leadership of the church. The Assistant minister will work in partnership with the vicar to encourage church members in greater obedience to Christ through active discipleship, with a view to equipping and supporting them for service in the church family.

In addition they will have personal responsibility (under the vicar) for youth ministry and small group ministry. They will be expected to exercise initiative and accept responsibilities. This post is open to both ordained and non-ordained candidates.

### **KEY RESPONSIBILITIES**

***Oversight and involvement in the Youth work (11-18) at St Patrick's:*** This will be both through the support of existing leaders, as well as direct involvement. There is a particular concern to reach out to new young people using the links with a local Urban Saints group and the many uniformed groups which meet on our premises.

***Oversight of our Small Groups:*** providing support for the present leaders, identification of new leaders and development of new groups and enabling greater coordination between the groups. To provide suitable study material for the groups so that, at several points in the year, we can all study the same material. There is also an ongoing need to maintain a smooth transition from Christianity Explored to our Small Groups.

***Equipping to serve:*** Developing ways of training, equipping and supporting members of the congregation so that existing projects can be resourced and new projects started; mobilise members of the congregation in their service of the Lord Jesus.

***Evening Service:*** The Assistant Minister will have opportunities to lead and preach at our different services, but will work closely with the vicar on the running of our evening service, with a particular emphasis on encouraging our young people to attend.

The above reflects the importance of discipleship in our church and so, as the Assistant Minister settles into the role, there will be further opportunities to get involved beyond these major priorities above, such as planning sermon series and one to one mentoring. Furthermore, we want to leave room for the Assistant Minister to develop, within the overall direction of the church, areas of ministry appropriate to their particular gifts.

## **RANGE OF DUTIES**

Includes:

### **Administration and leadership:**

- Strategic planning.
- Ensuring that our varying youth groups and our small groups are well resourced with confident and well trained leaders.
- Encouraging the creation of new small groups, managing the existing groups and, when necessary, facilitating the closure of groups that have come to the end of their natural life.
- Ensuring that our small groups are consistent with the wider teaching at St Patrick's.
- Encouraging good practice in volunteer leaders and helpers, ensuring relevant training is undertaken.
- Ensuring compliance in Safeguarding and Health and Safety matters, within the areas for which the Assistant Minister is responsible, (including record keeping).
- Working collaboratively with other members of staff (at present vicar, administrator and Children and Families Minister).

### **Teaching/ Training**

- Providing support and training for our small group and youth group leaders as well as direct personal leadership in those groups.
- Helping church members discern how best they can serve Jesus, both in St Patrick's activities and beyond.
- Opportunities for preaching and leading.

### **Pastoral care**

- Offering appropriate pastoral care.

## **TERMS OF EMPLOYMENT**

This is a full time post averaging 40-48 hours per week. The work will be spread over 6 days with a full day off each week.

Employer pension will be available.

The offer of the post is conditional upon an enhanced CRB/DBS check and appropriate references.

### **Deadline for Applications**

Applications to be received by: **12 noon, 28<sup>th</sup> February 2018**  
Interviews: **17<sup>th</sup> March 2018**

# **Person Specification**

**POST**                    Assistant Minister (full-time)

## **ESSENTIAL CRITERIA**

The successful applicant will be:

- an evangelical Christian, able to subscribe to the associated personal attributes and doctrinal commitment laid out in the following document;
- a mature, prayerful Christian with good knowledge of the Bible and a strong understanding of the gospel. They will be biblical in doctrine and lifestyle and a model of faithfulness to the Lord Jesus.

**The successful applicant will have experience of:**

- working in a church environment, whether in a paid or voluntary capacity;
- leading work with young people and adults;
- working with and leading volunteer leaders and helpers;
- planning and developing programmes for youth and adults;
- offering pastoral care;
- delivering biblical teaching, both in leading small discussion groups and in preaching to larger groups;
- mentoring;
- involvement in leading someone to Christ.

## **SKILLS AND ABILITIES**

The successful applicant will:

- be able to demonstrate an ability to lead and manage a range of church groups;
- be able to establish new initiatives;
- be able to motivate others and encourage and support volunteer helpers and leaders;
- possess organisational, administrative and planning skills, including office computer skills;
- be self-motivated whilst also being able to work as part of a team;
- be able to train and work alongside teams of volunteers;
- be able to demonstrate pastoral skills.

# **Doctrinal Commitment**

St Patrick's is an evangelical church which accepts the teachings and authority of the Bible on matters of faith, worship and lifestyle and expects its leaders and teachers to hold to the same understanding and practice of the Christian faith in their beliefs, teaching and personal lifestyle.

As such, it is considered to be a genuine occupational requirement that applicants share and endorse the understanding that St Patrick's, as an evangelical church, has of: Christian faith; conversion and commitment; sexual and moral conduct; identity and gender; and lifestyle. Further information can be obtained on request.

## **We affirm our belief in:**

- The sovereignty and grace of God the Father, Son and Holy Spirit in creation, providence, revelation, redemption and judgment.
- The divine inspiration and authority of the whole Bible as the word of God.
- The sinfulness of all human beings (except Jesus), making them subject to God's condemnation.
- The sacrifice of the Lord Jesus in the sinner's place as the sole means of redemption from sin and its consequences.
- The justification of the sinner solely by God's grace, through faith in Christ crucified, risen and ascended.
- The recreating, empowering, equipping and sanctifying work of God the Holy Spirit.
- The witness of all believers who form the Church in proclaiming the Gospel world-wide.
- The expected visible return of the Lord Jesus Christ in power and glory.

## **As a leader in the church, the post-holder will be an evangelical Christian:**

- who holds to the primacy of scripture in all matters of faith, life, worship, identity and doctrine;
- whose life matches that faith;
- who has a commitment to evangelism;
- who is committed to personal Bible study and prayer;
- who is a person of integrity;
- who is servant-hearted.

# Application Form for Assistant Minister

(Only applications using the form below will be considered. It is perfectly acceptable to submit this application as an email attachment, but shortlisted candidates will be required to bring a signed copy)

<b>FULL NAME:</b>	
<b>DATE OF BIRTH:</b>	
<b>ADDRESS:</b>	
<b>TELEPHONE:</b>	
<b>EMAIL:</b>	

<b>How did you hear about the post?</b>	
---	--

<b>EDUCATION</b> with dates (please highlight any theological education):

<b>QUALIFICATIONS</b> with dates:

**EMPLOYMENT** - please give a continuous timeline of employment, including an indication of the work and responsibilities involved, and giving reasons for periods when not employed. Please provide the contact point and address of previous employers. Please also indicate whether the employment was paid or voluntary:

**INTERESTS** – please mention any hobbies, interests that you have:

**HEALTH** – please mention any serious illness with dates. If you have been absent through illness for more than five days in the last twelve months, please give details:

When completing the following sections of the application, please also refer to the Person Specification above. Please provide, where requested, real examples of how you have demonstrated the relevant skill or ability through previous employment or other activity. Please explain clearly the nature of the occasion or issue, and the scope of your personal involvement in each case.

In no more than 150 words, please provide one or two examples **in which you led and managed a range of church groups**:

In no more than 150 words, please give an example of **how you have recruited, motivated, encouraged, supported and trained others (we are particularly interested in experience with volunteers)**:

In no more than 150 words, please provide an example **that demonstrates your organisational, planning and administrative skills:**

In no more than 100 words, please provide an example that **demonstrates self-motivation when working alone:**

In no more than 100 words, please provide an example of **when you worked as part of a team:**

In no more than 100 words, please provide an example of **how you have offered pastoral care to someone who needed it:**

In no more than 100 words, please explain the **extent of your experience of Bible teaching and include one example of a good Bible study you prepared and delivered and what made it good:**

In no more than 100 words, please give an example of **a time when you have nurtured someone's faith over a period of time**

In no more than 100 words, please give an example of **a time when you have been involved in leading someone to Christ**

In no more than 300 words, please explain **your understanding of the Christian faith, how you came to that faith and how your faith is sustained. Please then give examples of how your life is different because you follow Jesus:**

In no more than 150 words, please state your **reasons for applying for this post. Please give particular attention to why you think you would be a good candidate for the post:**

In this box, please **confirm that you have basic office computer skills and provide details of any additional ITC skills:**

**REFERENCES** – please give details of three people who would be prepared to supply a reference, one of whom should be your present or most recent employer, and one, the present minister of your church. Please indicate how long they have known you and say whether you are happy for us to ask them for references should you be shortlisted:

*I have noted the Genuine Occupational Requirement involved with this post (as stated in the Doctrinal Commitment section of the Job Description.)*

*To the best of my knowledge and belief, the information supplied by me in each section of this form is correct. I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1988, involved in the consideration of this application.*

*Signed:*

*Date:*

Please return your application form to David King, 47 Park Hill Road, Wallington, Surrey, SM6 0RU