



# JOB DESCRIPTION

<b>Job Title:</b>	Associate Minister (Lay)
<b>Reporting to:</b>	The Incumbent
<b>Employment Term:</b>	Full time, individual or job share (minimum of 35 hours per week to be organised flexibly by the jobholder as required, and agreed with the incumbent — due to the nature of this work, this will regularly involve Sundays and some evenings)
<b>Salary:</b>	£30,000 and contributory pension scheme

We're an open evangelical church in South Tonbridge in Kent linked to New Wine and we are seeking to appoint a lay minister with a specific focus on discipleship. The successful candidate will be joining the church at an exciting time as we have just launched our new vision, which we will be seeking to fulfil over the next few years.

## WE'RE PASSIONATE TO KNOW GOD AND TO MAKE GOD KNOWN.

That's our vision, plain and simple. But despite its simplicity, it's huge! It will require a great effort to fully grasp the impact of that for ourselves, while at the same time building a church that reaches and serves the many thousands in our community. To help, we've broken it down into four streams:

### LOVE GOD

Our desire is, together, to be fully committed to growing as disciples of Jesus. That means we're going to be committed to nurturing, sustaining and inspiring an ever-closer and deeper personal and collective relationship with God.

### LOVE ONE ANOTHER

Our desire is to create environments where authentic relationships can flourish and where we can encourage one another to grow as disciples. We know that growing as disciples is not something any of us can do on our own. We recognise our need of others for support, guidance and encouragement, and their need of us.

### LOVE OUR COMMUNITY

Our desire is to equip, encourage and enable each other, both individually and together, to share the incredible news of Jesus in all that we do, wherever we are.

### LOVE OUR WORLD

Our desire is to enable and equip disciples to bring hope to our world. We want to look beyond our own immediate surroundings and be champions and catalysts for justice and mercy throughout our world.

## THE ROLE

The Associate Minister will have an important part to play in helping us fulfil this vision, especially within the first two streams, and particularly for:

- Encouraging and supporting a culture of discipleship within the church, helping people grow to be fully devoted, whole-life disciples of Jesus.

- Overseeing, developing and supporting small groups where teaching and preaching will be grounded and applied, and are therefore central to helping people grow as disciples.

However, the Associate Minister will also get fully involved in the wider aspects of church life, and will hopefully take on some other key areas of responsibility, dependent on discussions with the Incumbent and on gifts and abilities of the successful applicant.

## OVERVIEW

Reporting to the Incumbent, you will be a member of the senior leadership team and of PCC and will work alongside the clergy, the Churchwardens, church staff and lay leaders to develop and implement our vision. You will be responsible for identifying, establishing and leading suitable teams to help carry out your role as head of discipleship. In addition, you will work with the Youth and Children's Team to encourage the discipleship of the younger members of our church and community and will form part of the team that leads and preaches at services and other events utilising the God-given gifts and qualities that you bring.

## KEY RESPONSIBILITIES

- Helping to implement the vision and ministry of St Stephen's, contributing to the leadership and development of the church.
- Providing leadership in the area of discipleship, including overseeing and helping to develop and lead our small groups, training and equipping leaders and planting new groups.
- Assisting in the leadership and ministry life of the parish, including preaching and leading services and pastoral care.
- Management and oversight of the Youth and Children's Team and ministry.
- Overseeing and encouraging the prayer life of church,
- Encouraging and supporting prayer accountability partnerships
- Encouraging church members in use of gifts (eg SHAPE course)
- Potentially and if agreed by PCC, involved in the planting of new congregations
- Being a supportive and prayerful colleague to the Incumbent and wider staff team.
- Providing day-to-day support for the staff team on situations regarding vulnerable adults.
- Having a wider involvement in the community, as appropriate.

## KEY ATTRIBUTES

The successful candidate must demonstrate the following qualities, skills and experience:

- Evidence of a living relationship with Jesus Christ, actively modelling Christian discipleship.
- Evidence of a passion to help others grow and mature as disciples and experience in successfully putting this into action.
- A strong commitment to the mission of God's church.
- Experience of leading services and running training and teaching courses/events.
- A gifted and engaging communicator and preacher, able to connect with a variety of learning styles.
- A confidence in discussing theology with people who look to question and go deeper in their knowledge and understanding.
- An enabling and effective leader, able to build, lead and inspire teams which allow others to grow and thrive in their gifts.
- An interest in the discipleship and development of younger generations.
- Experience of managing other paid staff.
- Experience of successfully working as a team player and colleague, as part of a collaborative church staff team.
- An awareness of and commitment to current Church of England safeguarding practices and procedures.
- Evidence of integrity, humility and a good sense of humour.
- Substantial self-motivation and energy.
- Ability to organise and communicate well, to oversee budgets and experienced in the use of IT.

In addition, we will help the successful candidate explore and utilise other gifts and abilities as appropriate and agreed.

## TERMS OF SERVICE

The Associate Minister post is full time. You will be expected to take one complete day off per week, co-ordinating with the Incumbent to ensure cover. You will meet with the Incumbent on a regular basis and will have an annual review. This post requires an Enhanced DBS disclosure.

## EXPENSES

All reasonable expenses incurred in carrying out the duties and responsibilities of this post (including any relevant training courses previously agreed by the Incumbent) will be met. If such expenses should fall outside agreed budgets then prior agreement should be sought in line with St Stephen's financial procedures. It is expected that all such expenses will be claimed.

## OCCUPATIONAL REQUIREMENT

It is a Genuine Occupational Requirement that the holder of this post is a practising Christian whose lifestyle is consistent with the values and doctrine of the Christian faith.

The post also requires an Enhanced DBS (with barring list).

