

## Job Description – Associate Leader

### Background to 3 Counties Church and the role

Founded in 1966, whilst locations and styles of worship have changed over the years, the passion and heart of the church remain the same. We want the culture at 3 Counties Church (3CC) to be missional, supernatural, sacrificial and one of friendship and fun. Our vision is to love God, develop authentic relationships with one another and impact our communities with God's love and power. We seek to do this with our core values of grace and love, servanthood, integrity, humility, reliance on God, intimacy with God and obedience to God.

We are currently being led by a leadership team (see <http://www.3countieschurch.org/about-us/meet-the-team/>) with Dave Wright as our overall team leader. We are not currently part of a denomination or network but we are actively exploring joining the [Vineyard](#), where we have multiple relationships locally and nationally. We have always sought out and been blessed by Godly external input and are mentored by Pete Gilbert, an evangelist and church planter who also runs a discipleship course called [DNA](#). We are a member of the [Evangelical Alliance](#). We very much see ourselves as a part of the wider Church of Jesus and over the years we have played a major role in drawing together other churches in the Haslemere area and we continue to meet regularly with other local church leaders and to work together with other local churches in our youth work, Healing on the Streets and schools outreaches.

**We are happy to flex the role for the right person** but envisage it as a full-time role focussing on:

- **Pastoral** – leading and working together with our “pastoral roots” teams to look after the 3CC congregation pastorally.
- **Spiritual formation & discipleship** – setting up and guiding our spiritual formation and discipleship activities and focus throughout our church family.
- **Small groups** – taking responsibility for our small groups at 3CC: identifying termly groups, managing sign-ups, looking after ongoing groups and bringing groups to an end as needed.
- **Wider leaders** – supporting Dave Wright in developing our leaders so they are healthy and fruitful in their leadership.

We expect our Associate Leader will be **invited onto the 3CC leadership team** and will also **speak & teach** regularly at our gathered services as well as regularly hosting services.

This paid, full-time role requires a spirit filled, self-motivated individual with a passion for God and people, skills in administration, team building and communication. A degree or other qualification in theology is desirable and a solid knowledge of the Bible is essential – together with the ability to work effectively with the leadership team, staff and volunteers.

The individual must be clearly committed to 3CC and its vision and actively involved in it beyond this position.

**Job Title:** Associate Leader

**Responsible to:** David Wright as leader of the 3CC Leadership Team.

**Key Terms of Employment:** This is a paid, permanent position. Your normal hours of work are 40 hours a week (equivalent to 5 x 8 hour days). Actual hours / days of work may vary from week to week and will include evening and weekend work. You will be expected to manage your hours to work 40 hours on average per week and ensure at least 1 full day off in 7. No overtime pay is provided. Where you work more than 6 hours a day, you are legally entitled to one uninterrupted 20 minute rest break, which is unpaid. You are also entitled to 11 hours consecutive rest between working days. Your salary is To Be Confirmed, paid on a monthly basis. Holiday entitlements are 33 days (264 hours) per year, including bank and public holidays. A Statutory Pension with the Nest organisation will be provided, which includes employer contributions of 3%.

**Location of work:** Your normal place of work is the 3CC church office, Haslemere Locality Office, Lion Green, Haslemere, Surrey GU27 1LD. You will be required to travel, predominantly locally, to other premises where church events may be held, including but not limited to our church building in Hammer, GU27 3QW. Mileage can be paid for any work travel that exceeds normal travel requirements in the Haslemere area. There is flexibility to work from home at times when the job holder is not required to be meeting others.

**Main Duties:**

**1. Pastoral**

- Leading and working together with our “pastoral roots” teams, look after the 3CC congregation pastorally.
- This is as much about proactive pastoral activities (welcome, newcomers, community, etc) as it is about reactive pastoral activities (visiting those who are sick, dealing with issues).
- To regularly pray for each 3CC family member. To listen to the Holy Spirit and action his promptings.
- To take wedding, funeral, baptism and dedication services as needed and to support 3CC family members as they go through these stages.

**2. Spiritual formation and discipleship**

- To take responsibility for spiritual formation and discipleship across the life of the church.
- To provide multiple activities, groups, disciplines and avenues for people in the church family at different stages of their Christian journey to grow in their faith: their relationship with Jesus, their understanding of the Bible, their holiness, their use of gifts of the Spirit, their service.

**3. Small groups**

- To take responsibility for our small groups at 3CC.
- Currently we have a number of ongoing small groups as well as termly small groups (following the Activate model). Small groups are launched each term.
- The role would identify a variety of small groups to run that would support spiritual formation and discipleship as well as connection and developing authentic relationships; raise up and build up the leaders; manage sign up and provide ongoing support to leaders.
- The role also would provide support for ongoing group leaders, identify new ongoing groups and bringing other groups to an end as needed.

#### **4. Wider leaders**

- To support Dave Wright in growing, supporting and developing the group of 50 or so people who lead small groups, ministries, children or youth groups, Sunday teams, etc.
- To raise up leaders to take on everything we believe God is calling us to do and develop these leaders so they are healthy and fruitful in their leadership.

The role may involve speaking regularly at one of our gathered services, regularly (e.g. once per month) hosting services and supporting Dave Wright in planning our Sunday morning services.

We expect that this person will be invited onto the 3CC leadership team. Serving on the leadership team is a voluntary role. We meet 2-3 times a month, typically 8-10pm on a Friday or Sunday evening and we generally go away twice or three times a year for one day or 24 hr retreats.

#### **EXPERIENCE & PERSON SPECIFICATION**

We are happy to flex the role for the right person. We will evaluate suitability based Character (values and lifestyle), Chemistry (with the leadership team and church family), Calling (by God to 3CC and our community) and Competence (ability, capacity and experience).

1. A committed Christian who shares the Evangelical convictions of the church and who is open to the renewing, empowering work of the Holy Spirit.
2. A person with experience of church leadership and fruitful ministry (experience in a growing church of 200-500 people is desirable).
3. A person who can cast vision and gather people to work to make the vision a reality.
4. An authentic, warm person who relates easily to people across the age range and will be committed to developing relationships with the church family and members of the community.
5. A person with pastoral gifts: a love for people and a desire to see people develop and grow.
6. A person able to convey their enthusiasm to others and enable them to use and develop their gifts.
7. A person able to teach and communicate in a relaxed style, with energy and creativity.
8. A person with a solid knowledge of the Bible and core Christian theology (a Bible college degree is desirable).
9. A person with a clear grasp of the gospel and a desire to make Christ known. They will be keen to develop new relationships with individuals and groups outside of the church.
10. A person with a commitment to the social implications of the Gospel and practically serving the community.
11. A person who thrives working in a collaborative style of leadership and ministry within a nonconformist church.
12. A person who will live in the Haslemere area in order to be a part of the 3CC community.
13. A person with a full driving Licence and their own transport.

#### **Timing and selection process**

We are keen to appoint this role in the near future. However, we will not rush the process. While we do not have an application deadline we would encourage expressions of interest

as soon as possible to the church office ([office@3countieschurch.org](mailto:office@3countieschurch.org)), Dave Wright ([dwright@deloitte.co.uk](mailto:dwright@deloitte.co.uk)) or one of the 3CC leadership team. We expect the selection process will involve initial phone calls and interview(s) and, should both parties want to progress after this, some time getting to know each other (e.g. joining a leadership team meeting, presenting to our wider leadership, speaking on Sunday morning, etc).