

# Job Description: Associate Minister.

Title:	Associate Minister
Contract:	Post Full Time (interim for 5 years) and renewable
Reports to:	Vicar
Basis of employment	Full-time Stipendiary Ministry

## ABOUT THE CHURCH

St Paul's vision is to bring hope to the people of Weston-super-Mare. We aim to play our part in seeing the town renewed and lives restored, as we follow the way of Jesus. We are a large growing church made up of people from a diverse community united around a vision for our town - to build the Kingdom of God here.

In March, Craig Philbrick joined the team as Vicar, and together, we're building something new for the people of Weston-super-Mare. It is an exciting time to join the team and to support the missional life of the church family.

Weston-super-Mare is in a period of regeneration, with ambitious plans to build a thriving University town, so there's much more that we can be doing to develop our ministries here. This is why St Paul's is always adapting; always listening; always learning; and always growing. So, if you fancy joining a large and lively team in a beautiful seaside town, growing our congregations in their discipleship journeys and setting their hearts on fire for Jesus... then we'd love to hear from you.

Do get in touch for an informal chat or to arrange a visit with the Vicar – Craig is contactable on 07539 408004. To apply, contact Denise Blake, PA to the Archdeacon of Bath, for an application form for this role. For more information about St Paul's, please visit [stpauls-weston.org.uk](http://stpauls-weston.org.uk)

We are keen to support the successful applicant to grow and thrive in this role by providing external mentoring, regular internal support, training and investment.

## **PURPOSE OF THE ROLE**

As part of this vision, we are looking for someone with significant church ministerial experience to join the team as Associate Minister to oversee and release new ministries within the church. The role involves responsibility for growing and transforming our weekly ministries, developing our small groups, enabling other evangelistic mission initiatives to thrive.

A track record of leading teams and raising up emerging leaders is essential. This is a new and vital post, bringing additional leadership and capacity into the Senior Leadership Team. This is an exciting role, with the opportunity to make a massive difference at a key time, in a strategic context.

After a period of discernment, the Associate Minister would agree with the Vicar the areas which would merit particular focus.

## **JOB RESPONSIBILITIES**

Due to the varied nature of church ministry and mission, the list of responsibilities and tasks is not exhaustive, but aims to provide an overview of what the role may involve. The order in which these tasks are listed does not necessarily reflect their respective importance.

## **KEY TASKS AND RESPONSIBILITIES**

### **Leadership, full involvement in the life of St Paul's, the staff team and pursuing our mission**

- Work closely with the Vicar, the Senior Leadership Team and PCC in the ongoing leadership, management and governance of the church.
- Planning, preaching and leading Sunday and midweek services as part of the Clergy team.
- Lead special services including confirmations, baptisms, and weddings.
- Preparing God's people for works of service through envisioning, equipping and releasing in ministry and mission.
- Providing line management and oversight of Children and Families Pastor, Youth Pastor, Pastoral Pastor, pastoral teams and small groups.
- Oversight of weekly ministries – such as Beloved, Potters, Toddlers etc.

- Lead on innovation and development of Online Church, along with the Creative and Worship Pastor.
- Oversight and development of Alpha on a termly basis, innovating and growing this vital ministry.
- Lead and develop the welcome and integration of Newcomers to church.
- Recruiting, training and releasing volunteers to serve across the whole church.

### **Mission and Pastoral Initiatives**

- Alongside parish life, lead and develop the welcome and integration processes of newcomers.
- To lead, manage and develop the small group system including training and deployment of new leaders and training, support, and resourcing of existing leaders.
- To encourage leadership of church based social initiatives for evangelistic impact including supporting Alpha.
- Develop a thriving internship program to release people into the mission of God.

### **This will include all responsibilities usually associated with ordained ministry**

- Planning and leading worship.
- Preaching and teaching.
- Pastoral Care and visiting.
- Leading/facilitating small groups.
- PCC and Senior Leadership Team membership.
- Leading preparation for baptisms, confirmations and marriages.
- Occasional services – funerals and weddings.
- Relationships with the Deanery and other networks.

### **Qualities and Experience**

- A priest of the Church of England or of a church in full communion with the Church of England.
- A clear DBS enhanced certificate is required.
- 2 years of accredited ordained ministry.
- BA Theology degree or higher qualification.

### **Essential Skills**

- A mature Christian of grounded faith with deep spiritual roots comfortable with leading services in formal and informal ways.

- A commitment to continued shaping by God, through Scripture, prayer and the Holy Spirit.
- A natural teacher, able to communicate Scripture effectively.
- Collaborative and a good team worker, who can inspire and work with volunteers and raise up emerging leaders.
- Able to communicate clearly and creatively.
- Passionate about making disciples.
- Comfortable with working within a vision and turning it into action.
- Committed to Safeguarding as practised at St Paul's and in the wider Church of England context.
- The post holder must be comfortable and able to flourish spiritually worshipping in St Paul's i.e. in a charismatic, evangelical context and committed to the vision and aims of St Paul's.

### **Terms of Appointment**

This is a full-time renewable interim position (reviewed at 3 years). Holiday dates to be agreed with the Vicar to ensure continuity of ministry. The role requires that Sunday is a normal working and a day off is taken on either Friday or Saturday instead.

All members of staff and full-time clergy attend a weekly staff meeting every Monday morning for worship, teaching and prayer. Clergy and Staff are also required to attend the church Annual Parochial Church Meeting and other events as detailed in the Staff Handbook.

### **Stipend and Pension**

Set by Bath and Wells Diocese according to length of service and role, subject to increments in accordance with Diocesan policy and payable through the Diocesan payroll. Pension is within the Church of England clergy scheme.

### **Expenses**

Expenses will be met by the PCC in line with Diocesan policy and local staff expenses as detailed in the Employee Handbook.

### **Accommodation**

The Associate Minister will be housed in St Paul's Weston Associate Minister property based at 15 Clarence Road North, Weston Super Mare, North Somerset, BS23 4AT, which is close to the beach. The property comprises 3 bedrooms, 2 bathrooms, kitchen, lounge, dining room, downstairs toilet, garden, and an upstairs study.