



Assistant Minister (Families) – Role Description

GUIDANCE TO THE OFFICE HOLDER

This document sets out certain expectations, guidance, and suggestions to assist you as you discern how to discharge your functions. It is not contractual.

AIMS OF THE APPOINTMENT

- To gain experience in church leadership, including taking an active part in preaching and leading Sunday services; helping to provide pastoral care; equipping and leading the church in its evangelism; and assisting with planning and running of church wide events.
- To oversee, develop and coordinate the church's youth and children's ministry in partnership with Christian parents and to reach out to non-church youth and children in the local area.
- To enable the church to be served by a mature Christian man, responsible to the Senior Minister.

PERSON SPECIFICATION

The successful candidate will have / be:

- A clear Christian commitment and evangelical convictions.
- A desire to "grow in the grace and knowledge of our Lord and Saviour Jesus Christ" (2 Peter 3.18) through prayer, bible study and fellowship.
- Willing to be ordained and licensed to the role by the Anglican Mission in England (AMiE) or be an existing ordained deacon / presbyter who is willing to be licenced to the role by AMiE.
- A heart for ministry in an urban part of the North-East of England.
- Robust theological training and understanding with a proven gifting and passion for teaching and applying the Bible in a variety of contexts.
- Passion to see children and young people becoming and growing as disciples of Jesus Christ, with proven experience of working effectively with children of all ages.
- A readiness to pray and work for the numerical and spiritual growth of Holy Trinity church, the growth of the church in Gateshead, and the growth of the church world-wide.
- An ability to consult with and be responsible to the Senior Minister over the work of the church.
- A team player with good interpersonal skills and an ability to relate to other members of staff and the wider church family in a warm and friendly manner.
- A commitment to confidentiality as appropriate in a pastoral church setting.
- Proven organizational, communication, and interpersonal skills.
- Flexibility and a willingness to be involved in a wide range of responsibilities that will inevitably evolve as the church develops.
- Good IT skills and a willingness to learn new systems.
- Experience of recruiting, managing, and training volunteers.
- An up to date understanding of safeguarding best practice.

ROLE DESCRIPTION

1. **Assist the Senior Minister in leading the church's congregation(s):**
 - a. Teaching the Bible on Sundays and in other contexts as appropriate.
 - b. Helping to manage and provide pastoral care,
 - c. Equipping the church in its evangelism, both through teaching and by example.
2. **Oversee the teaching and discipleship of youth and children** aged 0 – 18 years: building them up in all things godly and necessary for salvation, equipping them, and sending them out to reach others with the gospel.
3. **Facilitate training and provide support for parents** as those with primary responsibility for the Christian discipleship of their children and teenagers.
4. Maintain and develop the church's **strategy for ministry to children and youth.**
5. Oversee the **recruitment, support, and training of the voluntary team** members who undertake the Children & Youth ministry. This will include:
 - a. Working with the Safeguarding Officer to ensure Safer Recruitment processes are followed (e.g. Application form, references, interview and DBS checks)
 - b. Undertaking regular reviews with Children & Youth team leaders.
 - c. Appointing people who will be responsible for managing and maintaining resources for the children's work.
6. Facilitate and **develop strategies for outreach among families, children and youth.**
7. Work with the Safeguarding Officer(s) in researching and **implementing all necessary child protection procedures.**
8. Ensure **regular communication** occurs between children and youth ministry leaders and parents.
9. Plan a **pathway for integration** of children and youth into the wider church family.
10. Be an active member of the **Church Council** and **Pastoral Team**, bringing insight, understanding and perspectives that: reflect the needs of children and youth in our church family; supports the needs of the volunteers who work with our under 18s; and facilitates effective mission to those under 18 year olds not currently in our church family
11. Work alongside the Senior Minister in continually reviewing the multiplication of congregation(s) and the opportunities to plan and plant more churches.
12. To **help strengthen the church's partnership with other Ministers and churches** through regular attendance and, when appropriate, contributions to, the Anglican Mission in England, ReNew and North East Gospel Partnership gatherings.

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Senior Minister. Flexibility is needed and areas of responsibility will change and develop according to the needs of the work and your experience.

ROUTINE

- Working Hours: Maximum of **48 hours per week**. Working pattern to be agreed with the successful candidate.
- Usual day off: Saturday
- Normal Sunday routine (currently service at 10.30am, meeting to pray as staff team at 9.30am staying for intentional 'pew ministry' before and after services)
- Morning staff prayers 9.00am Monday & Wednesday.
- Weekly and termly staff diary and calendar meetings, and fortnightly supervision and prayer with the Senior Minister
- Attend & lead termly evening meetings for overall Children & Youth group leaders.
- Attendance at all church events and other events for the ministry areas you are involved in (e.g. Youth discipleship groups; ARC Youth Group and monthly central prayer meeting)
- Annual staff retreat
- Yearly church day/weekend away (usually June or July), Holiday Club (week in July) and Christmas/Easter services and events.
- Some flexibility of hours will be required for the post-holder to attend evening meetings. These will generally be no more than two hours in duration.
- Such staff conferences, retreats, lunches, and other meetings as are appropriate and agreed with the Senior Minister or appointed line manager.

IN-SERVICE TRAINING

Such conferences/training events as are appropriate and agreed.

TIME OFF

1 day per week (usually Saturday)

25 days mid-week holiday per year in addition to Bank Holidays.

5 Sundays per year and 5 extra Fridays on leave per year.

All holidays to be taken at convenient times by mutual agreement.

REMUNERATION

Stipend: **£30,637.85 per annum** plus a **Housing Allowance of £6,127.19**. Both stipend and housing allowance will be reviewed in April each year.

Agreed ministry expenses will be reimbursed.

Holy Trinity Gateshead Church Trust has a pension scheme which staff will be auto-enrolled in, with the trust contributing 20% of the stipend figure to the scheme per annum, with no contribution required from the staff member.

DURATION

Permanent.

At least 3 months notice of termination to be given on either side.