

# Community Minister: Job Description



## Motivation

The family of Christ Church Chineham (CCC) is pretty special. We're not perfect of course, but we've emerged from the pandemic years in good health, and are growing numerically, in diversity and love for one another and our community.

As well as being a Church, we also run Chineham's main Community Centre, and we have hundreds of locals visiting each week for community or church-run groups.

God has been very good to us, and we have many more opportunities to reach out with the Gospel good news that we can take advantage of. So we wish to appoint an assistant Minister to support our Lead Minister to help us develop our ministry both internally and within our wider community. We want to grow as disciples in all of life, to release more of our existing gifts into ministry, and to share Jesus more widely.

We're therefore asking God to lead us to men or women who will help us make disciples and cultivate a loving and spiritually mature network of relationships and community, embracing the evangelical, ecumenical and informal DNA of CCC. Particular responsibilities and titles aren't as important to us as discovering how the team can together best use our God-given gifts and abilities to join in God's work of building his Kingdom.

## Job Purpose

- To help grow the internal and external communities of CCC, strengthening our mission and ministry, working collaboratively with the Lead Minister and with other Ministry Leaders and staff
- To be part of the Leadership Team helping discern what God wants us to focus on, and ready to respond in prayer and faith

## Relationships

- Lead Minister, who will also be your line manager (on behalf of the Church Council)
- the rest of the Leadership Team<sup>1</sup>
- others on the Church Staff team<sup>2</sup>
- other volunteer Leaders<sup>3</sup>
- Safeguarding Officer
- Church family members, plus those in our wider community.

## Supporting you

We will support you by:

- regular supervisions and frequent catch-ups with the Lead Minister and/or Leadership Team
- praying regularly for you and your work
- giving you time and funding to take part in training and development by agreement with the Lead Minister

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<sup>1</sup> currently Church Wardens and Treasurer

<sup>2</sup> Administrator, Children & Families Worker, Facilities Coordinator, and Caretaker

<sup>3</sup> For example, currently this includes Homegroup and Pastoral Coordinators

- flexible working arrangements.

## Responsibilities

The main responsibility is to grow relationships:

- in our church family to deepen discipleship, and/or
- in our wider community, in outreach.

Depending on your passion and gifts, the areas of focus could include:

- maintaining and growing our partnerships with local groups and organisations
- overseeing and facilitating our Children, Families and Youth work
- supporting RE and prayer in local schools
- facilitating topic-based groups in our wider community (e.g. on parenting, bereavement)
- further developing our online ministry
- sharing in Pastoral Care

You will be part of the Christ Church Leadership Team, and so normally attend our Church Council.

All staff and leaders are expected to know and comply with our written policies and practices (including Safeguarding), as set by our Church Council.

All staff will also carry out necessary administration and communication to support their responsibilities.

## About you: your attitudes, skills and qualifications

It's Essential that you:

- can enthusiastically support the mission and ministry of Christ Church Chineham; therefore also you are
  - a Christian, able to clearly articulate your faith, and demonstrating a prayerful and infectious love for Jesus
  - fashioning your life and teaching under the Lordship of Christ, the work of the Holy Spirit, and authority of God's word
  - committed to see more people become Christians, and for Christians to grow as disciples
  - willing to work ecumenically, drawing on the best of different traditions, but not beholden to any
  - willing to sign up as a Member of CCC.
- are deeply rooted in Scripture
- are able to inspire, lead and collaborate with our volunteer team
- possess strong interpersonal skills, communicating well in a range of settings, and being able to listen effectively to others
- can lead collaboratively and in harmony with the rest of the team
- are able to act on your own initiative
- are able to learn digital collaboration tools
- will pass appropriate Disclosure and Barring Service checks
- are wanting to develop your own skills and understanding
- are able to remain calm and handle occasional challenging and complex situations well.

It's Desirable that you:

- have a recognised qualification in pastoral or practical Christian theology
- can help identify and release spiritual gifts in our members

- can teach and train volunteer team in a variety of ministry skills
- are a confident user of social media platforms, respecting (and helping others respect) appropriate boundaries
- are well organised, even in the face of many different tasks and projects
- have experience leading and managing staff
- have experience on a church staff.

## Main terms and conditions

Hours	20-25 hrs/week, including Sundays and some evenings and occasional Saturdays. It may be possible to increase this in time.
Salary Range	The salary will be in the usual range for ministers.
Overtime	There's the possibility of pre-agreed overtime (paid at base rate)
Base	Some at Christ Church Chineham, but with flexible working as agreed with your line manager.
Holidays	28 days per year including bank holidays, pro rata for part-time
Probation Period	6 months
Notice Period	During probation: 4 weeks (from employee and employer) After probation: 10 weeks (from employee and employer)
Pension	You will be auto-enrolled into the NEST Pension Scheme and CCC will make a contribution of 3% of annual salary.
DBS	The appointment is subject to the individual obtaining Enhanced Disclosure from the Disclosure & Barring Service.
Occupational Requirement	This post has a Genuine Occupational Requirement for the post holder to be a practising Christian, due to the nature of your duties in support of the Christian ethos of the Church.

## Document Revisions

Updated	by	Comments
13.11.2023	Jonathan Clark	first draft for LT discussion
20.11.2023	Jonathan Clark	updates following LT feedback
16.12.2023	Jonathan Clark	updates following discussions at Council and then sub-group