

HOLY TRINITY NORWICH

Ministry Assistant



Job Description – Ministry Assistant

May 2019

Purpose of role

- to encourage, train and raise up ministers and church leaders for tomorrow's harvest field (Matthew 9:37-38). As a church we feel called to equip and encourage the next generation of leaders, including those exploring ordination, and paid youth, children's or music ministry
- to fulfil our mission to make disciples at Holy Trinity through encouraging and benefitting from the ministries and gifts of the Ministry Assistant in the areas of their work among us

The Three Elements of the Role:

Ministry in Practice

We see the key role of those who lead, teach and pastor in churches as being to pray, and to teach the gospel and train others in discipleship and evangelism (Acts 6:4; 2 Timothy 4:1-5). The role gives you the opportunity to observe and practise Bible ministry in one or more ministry area (eg. students, youth, children, or evangelism). This role is likely to involve assisting with the leadership of our Students Group, helping to disciple students 1:1, and also teaching and leading with one or more of our children's or youth groups.

Working alongside the other Ministry Assistant you will be given increasing levels of responsibility over time according to experience, including talks or sermons to deliver and Bible studies to lead. You will be involved in 1-1 discipling, helping lead Bible study groups, working with teams of volunteers, and attending weekly staff meetings.

To broaden your experience we may link you for shorter periods to a further ministry area.

To support and develop your walk with God, mentoring will be offered with a mature Christian. Corporate worship and prayer, daily prayer and Bible study, small group attendance, good relationships with others, and supporting the church's vision, will be expected.

Ministry in Training

As part of the scheme you will have fees covered to attend the weekly Ministry Training course in Cambridge (TEAM) including travel costs. If you have a good theological degree already there is the alternative option that we will fund a part-time MA in theology (on one of your weekly days off) via Ridley Hall, Cambridge <http://www.ridley.cam.ac.uk/study/courses/summary>

The Rector and/or Curate will meet with you weekly, as will other staff on occasion, to help develop ministry skills and theological understanding with a focus on handling and teaching the Bible. Additionally, you may attend other training opportunities such as the Ministry Trainees Conference, Christian Union Mission weeks, Keswick and Word Alive. You will be encouraged to join the team leading on a Pathfinder or CYFA summer Venture in July/August. The church will fund these opportunities by agreement.

Ministry as Service

We expect the Ministry Assistant to serve in some practical ways on a weekly and occasional basis, in addition to the more overtly gospel-teaching opportunities. This is a vital expression of a person's servant heart to put Christ and others first and support our whole-church vision. It is important however that this does not dominate the week or replace the work of paid staff or church volunteers. The service may include office work, design or publicity, web and media, welcoming and assisting at church activities such as toddler groups, prayer evenings, meetings for retired people, and setting up or clearing away for larger services meetings or Sunday activities.

Person Specification

There is a genuine occupational requirement that you are a committed evangelical Christian. We seek a person of either gender with a good character, servant heart, a willingness to respond to God's leading on their life, a good grasp of Christian truth and the Bible, and some experience of, and the gifting and desire to develop in, the theory and practice of Bible teaching ministry. You should be open to considering a call to a lifetime of paid gospel ministry. Given the responsibility in student (and possibly youth) ministry in this post, experience of leadership and gospel ministry amongst students, and young people, is desirable. The post is subject to an enhanced DBS.

About Us

We are a lively Bible-teaching Anglican evangelical church near the centre of the beautiful city of Norwich. We have around 260 adult members and 50 children and young people. Every Sunday we meet for three services reaching different parts of our community and city, with many local people as members and some travelling from across the city and more widely to be part of our family.

Midweek we encourage whole-life discipleship and disciple making by every member, including in our new members' course, small Bible study groups, one-to-ones and evangelistic courses. Young people meet on a Sunday evening, with children's groups up to 14 on Sunday morning during the 0930 service. Various groups meet midweek to reach out with the gospel to particular local interests or social needs.

The vibrant area around us (known as "the Golden Triangle") is a diverse community with many students, young adults and families. We are a 'normal' disciple making parish church with a wide influence across our city, offering fantastic experience of Bible ministry, and lots of time alongside clergy and other staff. The northern end of our parish is an area of social housing and we have just taken over the lease of a shopfront where we aim to develop ministry among families and children. There are two universities in Norwich, with tens of thousands of students. Of these the University of East Anglia (17,000 students) is nearer, is only a mile or so away, with many students living in and around our parish. Our student group meets after our evening service, and our vision is to build a student team to make the most of the opportunity to disciple students in their time with us.

Our convictions about Christ, the atonement, Scripture, and the need for evangelism and salvation through grace and personal faith leading to sanctification, are classically evangelical. We are a member of the Evangelical Alliance and uphold the Biblical teaching on marriage and sexuality. Our core values include Welcome and Word ministry on Sundays and midweek, and Witness to our local community and city. In 2019 our vision as a church will continue to focus on developing our welcome, raising our commitment to disciple making, resourcing our ministries with new staff appointments, and releasing the gospel across our community and city.

Financial Package and Hours of Work

Salary either £14,400 per annum based on 30 hours per week, or £18,000 based on 37.5 hours per week. This will depend upon the training package and is by mutual agreement. In addition to work and study/training, we expect the Ministry Assistants to take a weekly day off and full holiday entitlement. We expect all staff as members of the Church to give some reasonable time voluntarily.

Salary will be reviewed in January each year, in the context of any change in the "UK Living Wage" as set by the Living Wage Foundation. Fees for training will be paid as set out in the 'Ministry in Training' section. The cost of agreed conferences and mission activities, and necessary expenses, will also be paid.

A room is available at a competitive rent in our refurbished church-owned house close to the church building.

Our Team

The staff team includes the Rector (Richard James), Curate (James Pinto from end June 2019), Youth Minister (Vacant) , Children’s Worker (Vacant), Church Manager (Margarete Cuffley) , two Ministry Assistants (Issy Bennett, plus this vacancy), all full time; Administrator (Dave Appleton) , Caretaker (Nathanael Smith), and Organist (Richard Cockaday), all part-time.

The Ministry Assistants will be expected to take part in weekly staff and service planning meetings and to meet weekly with the Rector or Curate. We work hard but prize a creative, healthy and supportive culture with a lot of laughs!

Length of this post

Initial year commencing August or September 2019, with a view to one or more further years by mutual consent.

To Apply

Please complete the application form from the website as noted below. These should be returned by email to our Office below before **Friday 14th June 2019**



Since an informal chat is usually helpful in discerning how well you might “fit” this post, for more information about applying for the role of Ministry Assistant, please contact Richard James as below to arrange a short telephone conversation prior to applying:

Church Office

E: info@trinitynorwich.org

T: 01603 622225

Richard James

E : richard.james@trinitynorwich.org

T: 01603 622225