



MINISTRY ASSISTANT

HOLY TRINITY
NORWICH

Job Description – Ministry Assistant

To start summer 2020

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:

1) 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, music, 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. The Ministry Assistants attend our weekly staff Bible study/prayer and planning meetings.

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.



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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.

2) 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. In a second year with us Ministry Trainees may then undertake the Crosslands Training in Theology for Mission.

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 Maximise Conference, Christian Union Mission weeks, Growing Young Disciples, 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.

3) 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 administration or assistance, 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 service, midweek 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



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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, or young people, is desirable. The post is subject to an enhanced DBS.

About Us

We are a vibrant conservative evangelical Anglican church near the centre of the beautiful city of Norwich. We have around 275 adult members and 50 children and young people. Our vision is to be a church of disciples of Jesus Christ who make disciples, bring the good news to others, and glorify Christ.

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, with a student team to help disciple students in their time with us.

We hold orthodox evangelical convictions about the uniqueness of Christ, his atoning death for our sins, the inspiration and authority of Scripture, and the need for evangelism and salvation through grace and



personal faith leading to sanctification. We are a member of the Evangelical Alliance and uphold the orthodox Biblical teaching on marriage and sexuality.

Financial Package and Hours of Work

Salary up to £18,450 per annum for a five day week, plus one day of theological training. 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. 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. Subject to availability, it may be possible to rent a room at a competitive rate in our refurbished church-owned house close to the church building.

Length of this post

Initial year commencing summer 2020, 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 17th January 2020**.

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