

## **Pastoral Assistant / Ministry Trainee – Job Description**

### Overview

St Mary's Church Summerstown is a local parish church in south-west London. We are a friendly, multi-cultural, evangelical congregation seeking to reach the local area with the good news of Jesus Christ. Summerstown is a diverse part of London and our church reflects the diversity of the local area in age, ethnicity and background. There are lots of opportunities in the area with a new housing development, students in the parish and young families.

As a St Mary's pastoral assistant, you would get involved in every aspect of our lives together as God's family, as well as concentrating on one or two areas of ministry, likely to include children's work. We are a small but growing church and you would be welcomed as part of the church family and able to get involved in a whole range of different areas of service. You would be part of a supportive staff team and be encouraged to grow the gifts God has given you. You can find out more about us here: [www.summerstown.org.uk](http://www.summerstown.org.uk)

*"The pastoral assistant role at St Mary's is a great role for somebody exploring working for a church. I have found the combination of training and opportunities to use the training invaluable. Studying on the Cornhill Training Course has given me a toolkit for Word ministry and insight into pastoral ministry and issues affecting the Church. Working as part of the St Mary's staff team has brought so many chances to use that training first-hand in a variety of contexts. Living in the parish has been a real benefit too. Meeting up with others and spending time with church family is easy due to living so close. It's a role that will allow you to immerse yourself in church work, grow in your gifts and grow as a person."*  
*Rhys Nicholls, St Mary's Pastoral Assistant 2020-2023*

### The role

St Mary's Church is seeking to appoint a pastoral assistant to join the church staff for one or two years, while studying at the Cornhill Bible training course. The role would include being involved in church ministry, for example children's Sunday or mid-week groups, bible studies, pastoral visiting, practical jobs and at Sunday services. It would also include studying at the Cornhill Bible Training Course one day a week and spending time in personal study of God's Word.

### Key responsibilities

The role involves a mixture of:

1. Sunday services – for example teaching Sunday School, music, praying, practical tasks
2. Preparation to teach/lead in a variety of contexts (services, children's work, bible studies, 20s & 30s etc)
3. Other talks, in and out of church life (eg at schools or Christian Unions)
4. Leading and supporting midweek groups e.g. Friday Club youth group, Little Lambs toddler group
5. Bible study group membership, possible Bible study leading
6. Personal pastoral work e.g.,
  - a. 1 to 1 Bible reading
  - b. visiting the elderly
7. Leading/involvement in youth/children's work and different aspects of Word ministry
8. Staff meetings and prayer meetings
9. Admin/practical tasks:
  - a. Ongoing areas of individual responsibility – e.g., supporting publicity, admin tasks, or the website
  - b. Supporting the running and upkeep of the church practically e.g. set-up/set-down, gardening, building-maintenance type activities
  - c. Sunday jobs: helping set up/tidy up after Sunday services/meetings
  - d. Other regular jobs: e.g., building maintenance, supporting Church Administrator
  - e. One-off jobs as required by the Vicar or somebody deputed by him. e.g., occasional

opening of the building, weddings, funerals, putting up banners, moving furniture in church etc.

10. Attending church events/background staff work as needed and required by the Vicar or somebody deputed by him.

**You will need to have a cleared Enhanced Disclosure from the Disclosure and Barring Service (we will discuss this at interview).**

Who are we looking for?

- Someone who loves Christ and is seeking to grow as his disciple.
- Someone with a passion to serve Christ's church in a variety of ways (including apparently mundane tasks).
- Someone considering set-apart gospel ministry at some point in the future and ideally who has had opportunity to begin to put that desire into practice in the past, even if in only a small way.
- Someone who is willing to learn and seeking to grow in their ministry gifts.
- Someone who is able to demonstrate that they will be a collaborative team member and also comfortable working independently when needed.
- Someone committed to our Statement of Faith as set out in appendix 1

The normal pattern includes the following:

- Pastoral assistants work for the church, spending one day a week at the Cornhill Training Course.
- We don't work office hours, which means both that evening work is as expected as daytime work, but also that we will sometimes do personal and private things during the day when necessary.
- We always take one calendar day off every week without fail, as much as possible on the same predictable day, with occasional necessary changes from the regular day.
- You will have a weekly meeting with the Vicar and regular meetings during the week or evenings.
- Sundays are our big day and are never a day off, unless they are part of a holiday period. Similarly, Easter and Christmas are normally working times.

Further Details:

- The pastoral assistant reports to the Vicar
- We hope the pastoral assistant will begin at the start of September 2023.
- As a pastoral assistant you will be provided with free accommodation nearby the church, so you can carry out your role
- Your salary would be at the national living wage
- The church will also fund your training at the Cornhill Training Course for two years
- Holidays are 5 weeks pro rata

## **Application**

Please contact the Vicar, James Fletcher, if you would like to find out more about the role or have an informal discussion about it: [james@summerstown.org.uk](mailto:james@summerstown.org.uk)

To apply, please send your CV and a covering letter explaining why you are interested in the role and how you meet the criteria for the role to [james@summerstown.org.uk](mailto:james@summerstown.org.uk). Please keep your covering letter to a maximum of 2 A4 pages.

The closing date for applications is: Sunday 19<sup>th</sup> February 2023



## **Appendix 1**

### **St Mary's Statement of Faith**

St Mary's Church, Summerstown, affirms the doctrine of the Church of England which, as set out in Canon A5, is "grounded in the Holy Scriptures".

#### **Specifically, we believe the following:**

1. The unity of the Father, the Son, and the Holy Spirit in the Godhead.
2. The sovereignty of God in creation, revelation, redemption, and final judgement.
3. The divine inspiration and infallibility of Holy Scripture as originally given and its supreme authority in all matters of faith and conduct.
4. The universal sinfulness and guilt of human nature since the Fall, rendering man subject to God's wrath and condemnation.
5. The full deity of the Lord Jesus Christ as the incarnate Son of God; his virgin birth, and his real and sinless humanity; his death on the cross, his bodily resurrection and his present reign in heaven and earth.
6. Redemption from the guilt, penalty and power of sin only through the sacrificial death once and for all time of our representative and substitute Jesus Christ, the only mediator between God and man.
7. Justification as God's act of undeserved mercy in which the sinner is pardoned all his sins and accepted as righteous in God's sight only because of the righteousness of Christ imputed to him, this justification being received by faith alone.
8. The need for the Holy Spirit to make the work of Christ effective to the individual sinner, granting him repentance toward God and faith in Jesus Christ.
9. The indwelling of the Holy Spirit in all those thus regenerated, producing in them an increasing likeness to Christ in character and behaviour, and empowering them for their witness in the world.
10. The only holy universal Church which is the Body of Christ to which all true believers belong.
11. The further personal return of the Lord Jesus Christ who will judge all men, executing God's just condemnation on the impenitent and receiving the redeemed to eternal glory.

#### **Our understanding of God's way of life for his people includes:**

- a. The special teaching responsibility of ordained leaders within the every-member ministry of the body of Christ, and the need to provide for its continuance.
- b. We affirm that men and women are equal as human beings created in the image and likeness of God. We also affirm that God created male and female differently, in order for them to be complementary to each other. This complementarity is seen especially in marriage and in the Church.
- c. The vital importance of monogamous life-long marriage between a man and a woman, for the care and nurture of children, and the wellbeing of human society.