

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

### Overview

St Mary's Church Summerstown is a local parish church in south-west London. We are a small, 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.

### 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 leading or teaching 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, preaching or service leading
2. Preparation to teach/lead in a variety of contexts (services, children's work, bible studies etc)
3. Other talks, in and out of church life (eg at schools or Christian Unions)
4. Bible study group membership, possible Bible study leading
5. Personal pastoral work e.g.,
  - a. 1 to 1 Bible reading
  - b. visiting the elderly
6. Leading/involvement in youth/children's work and different aspects of Word ministry
7. Staff meetings and prayer meetings
8. Admin/practical tasks:
  - a. Ongoing areas of individual responsibility – e.g., managing church banns applications, being responsible for the keys of the church, etc
  - b. Sunday jobs: helping set up/tidy up after Sunday services/meetings
  - c. Other weekly/monthly/termly regular jobs: e.g., PCC set up
  - d. Other timetabled practical jobs e.g., checking gutters, emergency lighting and fire alarms, bleeding radiators
  - 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, repairs etc.
9. 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 the application form

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 1-1 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.
- 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

**To apply for the role or find out more, please contact:**  
[james@summerstown.org.uk](mailto:james@summerstown.org.uk)