

# Ministry Assistant Profile

## Vision

The Ministry Assistant scheme at HTC is designed to give young adults between the age of 18 and 24 the chance to explore God's call on their life and grow in discipleship and service through ministering in the local church.

The scheme creates an opportunity for young adults

- **To grow in their faith as Christians** – to know Jesus as Lord in their lives, and to put Him first during the whole week
- **To grow in discipleship** – so that they know how to live as Christians through their understanding of the bible
- **To grow in leadership** – through opportunities to lead within the staff team and in the wider Claygate community
- **To grow in fellowship** – with other staff through worship; sharing together; praying for each other, and through social events

We aim to provide each Ministry Assistant with an experience-rich year in which they serve in different ministry areas as well as provide in-depth support in a ministry area of interest and need. We are also able to offer specific, need-based training in a range of discipleship and ministry areas.

We are thankful to God that through the Ministry Assistant scheme over the last seven years a large number of individuals – and the whole church – have been blessed.

## **Job Description for Ministry Assistant**

**Role:** Ministry Assistant at Holy Trinity Claygate (HTC)  
**Employed by:** The PCC  
**Reports to:** The relevant Director of Ministry  
**Responsibility:** Responsible for the delivery of projects and duties as outlined by the line manager

### **Objectives:**

1. To serve the wider ministry of the church through administrative, practical and creative tasks
2. To assist in the leadership of a specific area of ministry at HTC.
3. To develop skills and participate in training that will develop Ministry Assistant's personal discipleship.
4. To be a member of the HTC staff team

### **Responsibilities**

#### **Objective 1: To serve the wider ministry of the church through administrative, practical and creative tasks**

- o to support all areas of church life through practical service
- o to contribute to HTC's communication efforts through emails, letters, website maintenance and designed publications.
- o to help with general ministry tasks, as directed by their line manager.

#### **Objective 2: To assist in the leadership of an area of Ministry at HTC**

- o to work closely with a Director of Ministry, in an area to be agreed
- o to take practical responsibility for leading aspects of this ministry.
- o to contribute to the overall vision for this area of ministry

#### **Objective 3: To develop skills and participate in training that will contribute to the MA having basic ministry competencies.**

- o to complete the Growing Leaders Course
- o to meet regularly with the line manager for competencies training.
- o be part of a Small Group at HTC for personal spiritual development.
- o develop a personal plan for ongoing training and development in consultation with their line manager.

#### **Objective 4: To be a member of the staff team**

- o to be a member of the Staff Team, supporting the overall vision and direction for the church
- o to participate, and lead, staff Bible studies
- o to support other members of the Staff Team in their ministry as agreed and required

### **Training and Development**

As a church we are committed to the appropriate development of every team member. Funding will be provided for appropriate training and development.

## **Safeguarding**

Holy Trinity Claygate takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy, in particular, the church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their Supervisor or Safeguarding Officer.

## **Person Specification for Ministry Assistant**

The successful applicant will be able to demonstrate

- o a committed evangelical Christian faith
- o a desire to grow in personal discipleship and service
- o a servant heart who enjoys contributing to a wider team
- o personal initiative and organisational skills
- o a sense of humour!

S/he will need to have an Enhanced DBS Disclosure to take up this post.

## **Skills / Experience / Training**

The following are essential

- o a rooted and biblical faith
- o ability to think, plan and communicate effectively
- o ability to lead and work within a team
- o ability to lead and manage self and others
- o ability to build trust and relate effectively to people of all ages

The following are desirable

- o experience of leading groups
- o experience of working in an office environment

## **Application Information**

- o if you would like to apply for this post, please send your completed application form, and a covering letter explaining why you are applying for this post, to Brian Howells, Operations Manager by Sunday 5<sup>th</sup> June 2016.
- o for an informal chat please talk to John White (07540 960254) or Brian Howells (07711 114306)

## Summary of Main Terms and Conditions of Employment for Ministry Assistant

<b>Commencement</b>	Summer 2016
<b>Contract Period</b>	12 months
<b>Hours</b>	The appointment is a full-time role, in a working pattern to be agreed with the line manager, with at least one period of 24 hours off each week. Involvement in the worship life of HTC is also expected. Due to the nature of the role weekly hours may vary.
<b>Pay</b>	A salary of between £920 and £1,165 per month depending on age and life experience. Agreed and receipted working expenses will also be reimbursed.
<b>Housing</b>	No housing allowance will be made.
<b>Pension</b>	No pension provision will be made.
<b>Holidays</b>	A holiday entitlement of 25 days pro rata plus public holidays which fall on days normally worked.
<b>Contract</b>	A detailed contract of employment will be prepared embracing these key items and other matters such as termination, sickness, disciplinary and other details.