



## Adult Pastoral Assistant Holy Trinity Church, Cambridge

### Introduction to the Church //

Situated in the heart of Cambridge, nestling just off Market Square amidst the Cambridge University Colleges, HT's location is a gift. We believe God's hand is upon us to be a bold witness in this city to all who are spiritually hungry. Our focus is on Jesus and our desire is to magnify him. As we have set ourselves to teach from the Bible and encourage an openness to the Holy Spirit, we have found people of all ages being drawn to worship here, often coming in from far afield.

### A profile of the adult ministry at HT //

HT has over 400 adults with almost 200 people in the 20s and 30s community and over 25 different home groups that meet each week. There are many new arrivals to HT each week, with 80 people having filled in welcome cards and over 50 people having joined home groups since summer 2018. As the adult ministry of the Church continues to grow, HT is looking for an Adults Pastoral Assistant to join the team to help transform more lives by helping people 'Come to Christ, Learn to Love and Love to Learn'.

This post is a new post for September 2019.

### The Adult Pastoral Assistant position described //

HT is looking for an Adults Pastoral Assistant to join the adult's team to help support the Adults Pastor in creating an environment where anyone who encounters HT will find a church that is ready to welcome them into the family.

### Responsibilities //

#### 20s and 30s

- To work alongside the Adults Pastor and the committee of volunteers to help facilitate 20s and 30s events such as socials and worship and prayer evenings.
- To help with the administration of the 20s and 30s ministry e.g. preparing and sending emails about upcoming events
- To attend 20s and 30s events to help to manage the logistics e.g. locking and unlocking, preparing refreshments, welcoming etc.
- Taking new members of the 20s and 30s community for coffee

#### Alpha

- Under the guidance of the Adult Pastor work to help plan, coordinate and deliver the Alpha course
- Attend Alpha to oversee on the evening logistics



### Sundays

- To help on team on Sundays in a variety of different roles e.g. prayer ministry, welcome, logistics lead

### Pastoral care

- Where appropriate meeting up with new members of the church or those who have recently come to faith, with a focus on those in their 20s and 30s or non-students.

### Welcome events

- Helping to support the Adults Pastor in the coordination and planning of welcome events for new members of the church, helping them to get connected into the life of HT.

### Home Groups

- To help with the administration of allocating new people into Home Groups

### Training

- Supporting the Adults Pastor with the planning of training such as Prayer Ministry training

### Church wide events

- To help to plan the logistics of events such as:
  - Equipped for Life
  - Praying Together
  - Summer Centrals
  - The Caleb Course

### Person Specification //

- Enjoy people, getting to know them, and helping them to get involved at HT
- Have a heart for and interest in pastoral work, including 1-1s with individuals
- Be reliable and willing to work odd and sometimes long hours
- Be computer literate
- Be a good communicator and enjoy helping lead small groups
- Be familiar with the Alpha course and fully endorse its teaching
- Be open to the Holy Spirit's gift (e.g. able to fully endorse the teaching of Alpha about the Holy Spirit, and be happy to teach this kind of material)

### Personal attributes //

It is vital that the PA fully supports the ministry of HT and is at one with the Church's objectives. The successful application will:

- Be confident that their faith is robust
- Be able to set realistic goals and priorities for their work and act accordingly
- Be able to keep calm under pressure



- Be enthusiastic and full of initiative
- Have a sense of humour and enjoy laughter
- Be flexible in their approach to work
- Have an optimistic, buoyant character
- Be able to maintain confidentiality and discretion
- Enjoy working with a team of volunteers
- Have a vision for being part of a team
- be secure in the whole area of relationships

### Terms of appointment //

Employer:	The PCC of Holy Trinity
Responsible to:	The Adults Pastor
Hours of work:	This is a full time role. PAs will work Sundays, and then in an average week may work two evenings. PAs have at least one day off a week but often find that it is possible to take two during quieter periods.
Salary:	The level of pay will depend on age and experience. As a guideline, a recent graduate could expect to receive a pro-rata salary of £18,000 per annum.
Length of appointment:	Initially one year (September 2019 - August 2020, exact dates to be agreed) with the possibility that a second year will be offered if both parties desire it.
Holiday:	Annual leave is four weeks during the summer plus one week around Christmas and one week around Easter. The dates of the holiday are by mutual agreement with the Director of Operations.
Probation:	There is a 3 month probationary period during which the progress of the post holder will be reviewed prior to the confirmation of permanent appointment.
Expenses:	The Church covers all working expenses on production of receipts (stationery, work related travel costs, conference fees etc.).
Accommodation:	Whilst the Church can offer guidance, the employee is responsible for finding accommodation and for all costs ensuing.

### Application procedure //

Applications are currently open and completed application forms should be returned no later than **Sunday the 10<sup>th</sup> of February 2019**. If you have any questions about the post or would



like further information, please contact Oli Benyon, Associate Vicar, on 01223 355397 or [oli.benyon@htcambridge.org.uk](mailto:oli.benyon@htcambridge.org.uk) before this date.

Interviews will be held for all short-listed candidates during the **end of February or start of March**. All candidates will be informed whether or not their application has been successful. Successful candidates will start in September 2019.

This post is subject to an enhanced DBS check.