



## **Pastoral Assistant with specific focus on Children's ministry and Youth Work**

**Start: September 2019**

**Salary: £18,000 p/a**

**Holiday: 6 weeks**

### **A profile of Holy Trinity**

Holy Trinity Church has a long, distinguished history. The oldest part of the building dates from 800 years ago, the previous building having been destroyed by fire in 1174 and there is a rich heritage of bible teaching at the church.

Cambridge is a city constantly in flux- students but also young professionals and families flood in and out, adding to the buzz. In this context, HT has a simply stated mission: "To help people Come to Christ, Learn to Love and Love to Learn", whatever their age and stage. The church is comprised of all ages: children, youth, young families, and many students during University term times. On an average Sunday outside of university term-time over 400 people will worship at HT, in term-time another 200 people can be added to that. For more information about the church please visit: [htcambridge.org.uk](http://htcambridge.org.uk)

### **The role of the Pastoral Assistant**

Pastoral Assistants (PAs) are enormously important in the life of HT. This job description outlines a broad "wish list" and the precise work of the Pastoral Assistant will be shaped around the giftings and experience of the successful applicant as far as possible. Training and supervision will be provided so while a proven ability and experience is necessary in the core competencies, it is not necessary to have previous experience of all the "desirable skills". Ongoing support and pastoral care are provided.

At HT we place a high priority on teamwork within the staff team. The Pastoral Assistants are full members of the staff team of Holy Trinity and at the heart of the life of the church. The team meet together regularly for Bible Study and prayer and form a strongly supportive base from which to work. This is important in such a fluid and demanding ministry.

All PAs are expected to throw themselves into the general ministry of HT, helping and supporting whichever events or ministries are in need. Each PA will also have a specific ministry-focus, and their time will be managed by the relevant ministry leader.

The PA with focus on Children's ministry and youth work will be supervised by the Youth Pastor, Steve Conacher, and the Children's pastor, Cat Meakin, and report to them, with

formal weekly meetings as well as informal sessions throughout the week.

## Responsibilities

The main responsibility of the PA will be to work alongside the Children's Pastor and the Youth Pastor to facilitate excellent children's and youth ministry at HT. Below are examples of areas in which this PA might be expected to assist. The successful candidate will be able to demonstrate relevant skills or experience for many of these areas, as well as a "can do" attitude, with a willingness to get stuck in and learn quickly about new tasks.

- Administration: Keeping records of attendance; newcomers; DBS checks
- Publicity: Working to ensure that brochures and online info is up to date and well-presented.
- Hands-on helping with face to face ministries: Both with children and young people, with the possibility of mentoring certain volunteer leaders or young people.
- Teaching: Producing or sourcing teaching material for both ministries, with the aim of running a session or facilitating another leader to do so.
- Practical support: Helping various ministries with the setting up and packing down of rooms, equipment etc. and leading volunteers in doing the same.
- Recruitment: Helping to recruit others onto the volunteer teams.
- Events: Assisting in organising and leading the big special events of the year across both children's and youth ministries, such as: The Light Party; Socials; Leaders' Meetings; Youth Weekend Away; Nativity play; Soul Survivor; Good Friday Event; Easter morning.
- Central Tasks: spending half a day per week on events and tasks outside of the children's & youth ministries where required, to support the wider work of the church.

## Person Specification

Core attributes: The successful candidate will:

- fully support the ministry of Holy Trinity and be at one with the Church's objectives.
- be a committed Christian, with a robust faith, a hunger to see God at work and a willingness to work hard to enable others to grow in Christ.
- be familiar with the Alpha Course and fully endorse its teaching, including openness to the Holy Spirit's gifts.
- have a heart and vision for ministry with children & young people.
- be able to show how they will contribute enthusiastically to many facets of life at HT.
- be an energetic, outgoing person with a good sense of fun, who will enjoy the challenge of being fully involved in a wide range of work in this busy Church.
- Enjoy meeting people, getting to know them, and helping them to get involved at HT.
- be full of initiative and willing to learn proactively.
- be willing to work odd and sometimes long hours, and willing to embrace the "hands on" nature of this job, mucking in and helping in any and every task. Some of the work is not at all glamorous, (eg preparing materials, setting up rooms etc) but it is all important.

It would be an advantage to:

- have experience of planning or leading sessions with groups of children and/or young people
- have existing public speaking skills and experience
- have experience of worshipping in a church of similar size and ethos to Holy Trinity (if you are already a member of HT, that's brilliant).

## Additional information

This is a full-time one year fixed term position with the option, should both parties wish it, to extend for a further 12 months.

The working days are Saturday to Thursday, but there are usually two days off in the average week.

The salary is £18,000 per annum, and there are six weeks of holiday per year.

There is an occupational requirement for the post holder to be of the same religion and belief as HT. This post is subject to an enhanced DBS check. The HT Recruiting Ex-Offenders Policy is available to all applications upon request, please email the Director of Operations, Saisha Dee, to request a copy

## Applying for the role

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 Steve Conacher, Youth Pastor, on 01223 355397 or [Stephen.conacher@htcambridge.org.uk](mailto:Stephen.conacher@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.