

Associate Pastor

(with responsibility for youth and families)

The Role

Hawkwell Baptist Church is seeking to recruit to a new post of Associate Pastor who will take a strategic lead to develop our volunteer teams to further enhance our relationships with our young people, children and families within our church, with the aim to seek to make disciples among our church community. As an active member of the Church Leadership Team, this is a key role in the growth of our Church and ministry.

The Person

You will be a committed Christian, who has ideally made a public confession of this faith and is passionate about discipleship and sharing their faith with a desire to develop stronger links between church and community and to offer opportunities for families and children to find and grow in faith.

You will have effective leadership skills, be able to work independently and as part of a team of volunteers within a shared vision. A confident self-starter, proactive, with good administration skills and ability to set priorities; we are looking for someone with a heart for Jesus.

You will be enthusiastic, passionate and innovative and have prior experience of organising family activities and children's clubs, demonstrating strong interpersonal skills and ensuring inclusivity. Willing to learn and further develop your skills, you will come with plenty of initiative and a heart to see families and children come to know Jesus and become part of the church family.

You will be fully conversant with safeguarding practices and be committed to the highest standards of safeguarding in all your work with the ability to fully embed this across all aspects of Church life, including fostering 'good' mental health for all.

Support Arrangements

In return the Associate Pastor can expect to have:

- An appropriate relocation provision, including housing supplement (if required)
- An assigned Mentor upon appointment
- Regular one-to-one meetings
- Annual appraisals with interim reviews
- Training and development commensurate to the role and in providing opportunities for growth
- A commitment from the Leadership Team and other group leaders within our Church family to support the development of this role

Terms of Employment:

Start Date: April 2025 (or earlier)

Salary: Up to £29,575 per annum (pro-rated for part time hours)

Hours: 20-35 hours per week (which is flexible but must include at least 3 hours on a Sunday)

Holiday: 5 weeks per year, plus Bank Holidays

Pension: Eligible to join contributory pension scheme

Application

Further information can be obtained from our Church Secretary, Mrs. Linda McLoughlin

secretaryhawkwellbaptistchurch@gmail.com

To apply applicants should email the following documents to the above recipient and email address by **NOON on Monday 6 January 2025:**

- (a) Letter of application summarising how the essential criteria is met (not to exceed two-sides of A4)
- (b) Curriculum Vitae
- (c) Two referees (not family members), one of whom is to be the applicant's Minister

DUE TO HAWKWELL BAPTIST CHURCH NOT HAVING A SPONSORSHIP LICENCE, APPLICANTS MUST HAVE EVIDENCE OF ELIGIBILITY TO WORK IN THE UK.

PREVIOUS APPLICANTS NEED NOT APPLY.



Job Description

Job Title:	Associate Pastor (with responsibility for youth and families)
Team:	Active Member of the Church Leadership Team
Hours:	20 hours per week (work pattern to be agreed, but includes Sunday Service)
Location:	Hawkwell Baptist Church (including associated buildings)
Responsible To:	Minister
Job Purpose:	<p>The Associate Pastor will pioneer and develop Hawkwell Baptist Church's ministries with families and children in 3 key areas:</p> <ol style="list-style-type: none"> 1. Deeply engaged in the worshipping life of the Church, recruit and develop support from the congregation for existing work among families and children and lead the team of volunteers developing Sunday morning Crèche and Children's Church. Ideally the role will enable the development and transfer of mission worker skills among the wider congregation, including the enhancement of engagement with our current Girls Brigade. 2. Lead our mission work to families and children who have not yet come to faith. Develop links with local schools and community groups including those who use our building(s), undertaking assemblies and other community activities where possible as a means of building relationships and supporting local families. 3. In conjunction with the Minister and the Leadership team develop and strengthen 'Fresh Expressions' of Church including 'Messy Church' providing pathways for discipling families and children who are new to faith.
Main Duties:	<ul style="list-style-type: none"> • Build positive relationships with the Church family and wider congregation and community. • Actively participate in regular meetings as a member of the Church leadership team to manage the Church affairs efficiently and effectively. • Develop a good working relationship with the leaders and members of existing teams (e.g. Pastoral, Prayer and Discipleship, Safeguarding, Welcome and Refreshments, Administration and

Premises) to provide effective and efficient collective leadership and service to the congregation and wider community.

- Assist in the support of the overall spiritual wellbeing of Church teams and the wider Church family.
- Organise and lead, where required, regular meetings with team leaders to support the Church mission work of families and children, as well as the youth, who have not yet come to faith in line with the Church mission, vision and values.
- Actively seek to develop and maintain links with local schools and community groups, including those who use the Church building(s).
- Undertake informative, and where appropriate, 'fun' school assemblies and other appropriate community activities as a means to build relationships and support local families, children and young people within the community.
- Assist existing Church members in the ongoing review of processes, systems and welcome packs, including the website to reach first time visitors, new members and others that are not currently engaged and involved in the life of the Church, specifically with a focus on young people, children and their families.
- Proactively assist in the motivation, encouragement and development of staff, group leaders, volunteers and the wider congregation, including Girls Brigade and other similar groups, in identifying and fulfilling their skills, attributes and gifts to honour our God.
- In partnership with Girls Brigade leaders (and any other similar groups) strengthen their integration within the Church family, including their contribution in regular church services.
- Identify, develop and implement appropriate activities for children and youth groups which provide pathways for discipling families, children and young people, who are curious or new to faith, as well as continue to spiritually enrich our Church's youth, children and their families.
- Ensure the children, youth and family activities, within the context of the job role, are legislation compliant e.g. Safeguarding, Health and Safety, Food & Hygiene etc.
- Develop and review relevant risk assessments in liaison with existing Church teams and the leadership team.
- Develop relationships with other churches and local community organisations to support the mission and vision of HBC focusing on children, youth and families.

	<ul style="list-style-type: none"> • Provide appropriate teaching, leadership, pastoral-care and prayer for children, youth and families, developing skills in teaching and preaching under the leadership of the Minister. • Be an active member of the Church's leadership team and an active part of the fellowship.
General Duties:	<ul style="list-style-type: none"> • Commit and support the mission, vision and values of Hawkwell Baptist Church. • Be aware of and comply with the Church's policies, procedures and working practices of child protection and safeguarding, security, confidentiality and data protection reporting all concerns to appropriate personnel. • Be fully committed to safeguarding and promoting the welfare of children, young people, their families and vulnerable adults in line with the Church's policies and procedures. • Comply with individual responsibilities, in accordance with the job role, for health, safety and welfare within the Church setting. • Ensure that all duties and responsibilities provided are in accordance with equality, diversity and inclusion. • Attend and engage in Church meetings as and when needed. • Demonstrate tact, diplomacy, discretion and confidentiality at all times. • Undertake any training and development commensurate with the job role. • Participate in the appraisal process, taking personal responsibility for identification of personal learning and development.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Minister to carry out appropriate duties within the context of the job role and commensurate to the required skills to meet the needs of the Church.

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed.

The review process is carried out jointly by the Minister and postholder, therefore, there is an expectation that the postholder will participate fully in such discussions. In all cases, the aim is to reach agreement to reasonable changes, but where it is not possible to reach an agreement, the Minister reserves the right to make reasonable changes to the job description following consultation with the postholder.

Person Specification

Assessment Source: Application (A), Interview (I), Practical Activities (P)

	Essential	Desirable	Assessment Source
Qualifications			
A Diploma in Ministry and/or Degree in Theology, Biblical Studies or a related field from an accredited institution	•		A, I and P
Level 3 - Safeguarding	•		A, I and P
Mental Health First Aider		•	A
Skills, experience and knowledge			
Proven experience of working with Families and Children	•		A, I and P
Experience of working within a Church setting		•	A, I and P
A strongly relational individual who networks well with both the Church and the wider community	•		A, I and P
Proven experience of working with volunteers		•	A, I and P
Good administrative and organisational skills	•		A, I and P
Digitally literate with video & audio production and editing skills		•	A, I and P
Creative, with excellent problem-solving skills	•		A, I and P
An ability to 'self-start' and stay motivated despite challenges	•		A, I and P
Proven experience of planning and delivering events		•	A, I and P
Sound Biblical knowledge and understanding with the ability to apply to modern day living and varied audiences	•		A, I and P
Personal attributes			
Enthusiastic, proactive and uses initiative	•		A, I and P
A pioneer who is comfortable to try out new ways of working and unafraid of failure	•		A, I and P
Ability to work flexibly, and adapt to meet the needs of the role and the Church including availability for Sunday worship, whilst ensuring good time off and rest are never neglected	•		A, I and P
Demonstrate highly effective interpersonal and communication skills both verbally and in written form	•		A, I and P
Effective leadership skills	•		A, I and P
Ability to work as part of a team, as well as independently	•		A, I and P