



Job Description – Ministry Assistant

February 2018

Purpose of role

- to encourage, train and raise up ministers and church leaders for tomorrow's harvest field (Matthew 9:37-38). As a church we feel called to equip and encourage the next generation of leaders, including those exploring ordination, and paid youth, children's or music ministry
- to fulfil our mission to make disciples at Holy Trinity through encouraging and benefitting from the ministries and gifts of the Ministry Assistant in the areas of their work among us

The Three Elements of the Role:

Ministry in Practice

We see the key role of those who lead, teach and pastor in churches as being to pray, and to teach the gospel and train others in discipleship and evangelism (Acts 6:4; 2 Timothy 4:1-5). The role gives you the opportunity to observe and practise Bible ministry in one or more ministry area (eg. students, youth, children, or evangelism). This role is likely to involve assisting with the leadership of our Students Group, developing a team to disciple students 1:1 and overseeing the teaching, and also with one or more of our youth groups.

You will be given increasing levels of responsibility over time according to experience, including talks or sermons to deliver and Bible studies to lead. You will be involved in 1-1 discipling, helping lead Bible study groups, working with teams of volunteers, and attending weekly staff meetings.

To broaden your experience we may link you for shorter periods to a further ministry area.

To support and develop your walk with God, mentoring will be offered with a mature Christian. Corporate worship and prayer, daily prayer and Bible study, small group attendance, good relationships with others, and supporting the church's vision, will be expected.

Ministry in Training

As part of the scheme you will have fees covered to attend the weekly Ministry Training course in Cambridge (TEAM) including travel costs. If you have a good theological degree already there is the alternative option that we will fund a part-time MA in theology (on one of your weekly days off) via Ridley Hall, Cambridge

<http://www.ridley.cam.ac.uk/study/courses/summary>

The Rector will meet with you weekly, and other staff on occasion, to help develop ministry skills and theological understanding with a focus on handling and teaching the Bible. Additionally, you may attend other training opportunities such as Christian Union Mission weeks, the Norwich Global Leadership Summit, Keswick and Word Alive.



Ministry as Service



We expect the Ministry Assistant to serve in some practical ways on a weekly and occasional basis, in addition to the more overtly gospel-teaching opportunities. This is a vital expression of a person's servant heart to put Christ and others first and support our whole-church vision. It is important however that this does not dominate the week or replace the work of paid staff or church volunteers. The service may include office work, design or publicity, web and media, welcoming and assisting at church activities such as toddler groups, prayer evenings, meetings for retired people, and setting up or clearing away for larger services (like our carol services pictured here), meetings or Sunday activities.

Person Specification

We are looking for a committed evangelical Christian of either gender with a good character, servant heart, a willingness to respond to God's leading on their life, a good grasp of Christian truth and the Bible, and some experience of, and the gifting and desire to develop in, the theory and practise of Bible teaching ministry. You should be open to considering a call to a lifetime of paid gospel ministry. Given the responsibility in student (and possibly youth) ministry in this post, experience of leadership and gospel ministry amongst students, and young people, is desirable

About Us

We are a lively Bible-teaching evangelical Anglican church near the centre of the beautiful city of Norwich. We have around 250 adult members and 50 children and young people. Every Sunday we meet for three services reaching different parts of our community and city, with many local people as members and some travelling from across the city and more widely to be part of our family.

Midweek we encourage whole-life discipleship and disciple making by every member, including in our new members' course, small Bible study groups, and evangelistic courses. Young people meet on a Friday evening, with children's groups up to 14 on Sunday morning during the 0930 service. Various groups meet midweek to reach out with the gospel to particular local interests or social needs.

The vibrant area around us (known as "the Golden Triangle") is a diverse community with many students, young adults and families. We are a 'normal' disciple making parish church with a wide influence across our city, offering fantastic experience of Bible ministry, and lots of time alongside clergy and other staff. There are two universities in Norwich, with tens of thousands of students. The University of East Anglia is large and successful, and is only a mile or so away, with many students living in and around our parish. Our student group meets after our evening service, and our vision is to build a student team to make the most of the opportunity to disciple students in their time with us.

Our convictions about Christ, the atonement, Scripture, and the need for evangelism and salvation through grace and personal faith leading to sanctification, are classically evangelical. We are a member of the Evangelical Alliance and uphold the Biblical teaching on marriage and sexuality. Our core values include Welcome and Word ministry on Sundays and midweek, and Witness to our local community and city, and in 2018 our vision as a church will focus on refreshing our welcome, raising our commitment to disciple making, resourcing our ministries with new staff appointments, and releasing the gospel across our community and city.

Financial Assistance

Salary of £14,000 per annum for a four-day working week (30 hours). This will be reviewed in January each year, in the context of any change in the "UK Living Wage" as set by the Living Wage Foundation (currently £8.75/hour). Fees will be paid as set out in the 'Ministry in Training' section. The cost of agreed conferences and mission activities, and necessary expenses, will also be paid.

Our Team

The staff team includes the Rector (Richard James), Curate (post vacant), Youth Worker (Vacant) (all full-time); Administrators (Dave Appleton & Margarete Cuffley), Caretaker (Sarah Sellers), Music Associate (Mike Hill), and Organist (Richard Cockaday) and Cleaner (Eugene Ararski) (all part-time).

The Ministry Assistant will be expected to take part in weekly staff and service planning meetings and to meet weekly with the Rector. We work hard but prize a creative, healthy and supportive culture with a lot of laughs!

Length of this post

Initial year commencing 1st September 2018, with a view to one or more further years by mutual consent.

To Apply

Please send:

- a copy of your CV
- a covering letter outlining your reasons for applying
- the names and full contact details of two referees

These should be returned by email to our Office below before the **closing date of 10th March 2018**



Since an informal chat is usually helpful in discerning how well you might “fit” this post, for more information about applying for the role of Ministry Assistant, please contact Richard James as below to arrange a short telephone conversation prior to applying:

Church Office

E: info@trinitynorwich.org

T: 01603 622225

Richard James

E : richard.james@trinitynorwich.org

T: 01603 615533