

# **CENTRAL BAPTIST CHURCH, CHELMSFORD**

## **ASSOCIATE MINISTER / PASTOR**

### **JOB DESCRIPTION**

#### ***Purpose of the Job***

- To work as part of the ministry team at Central Baptist Church to help us achieve our aims, particularly in our desire to 'Love God, Love Others and Make Disciples'.
- To share some leadership and preaching responsibilities and take an active role in a variety of different ministries taking place both within and out from the church.
- To help ensure every person we are in regular contact with is cared for pastorally, disciplined effectively and has genuine opportunities to come to faith in Jesus Christ.
- To enhance our team ministry by bringing your own particular gifts and abilities, whether evangelistic, pastoral, musical, digital or other, to further inspire the church.
- To play an active role in helping co-ordinate and resource home-groups, as well as helping identify and release gifts of members for use within and out from the church.
- To support and encourage the existing work of the church and help seek new ways to make this even more fruitful, building on the good foundations already laid.

#### ***Key Duties***

- Involved in the planning, leading, and organising of Sunday services. This will involve preaching and teaching as well as leading times of worship and communion. We would also welcome new and innovative ideas to develop our worship services.
- Providing pastoral care and discipleship in a variety of forms. This will involve pastoring and discipling one to one, in groups, home visits, hospital visitation, as well as training and supporting other members in how to be involved in this work.
- Supporting home-group leaders and our home-groups themselves. This will include providing resources, training, advice, prayer support and helping link up new and existing members of our church with the most appropriate home-group for them.
- Maintaining an 'outreach' focus to all our existing ministries as well as developing new ideas to help us be more effective in our evangelism and inspiring others to invite their friends. Supporting other evangelistic initiatives and events we run.
- Providing on-going support and guidance for our numerous adult ministries within the church, including Parent and Toddlers, Cameo, Sunshine and Monday Club, Coffee mornings, our church Football Team and our new refugee support groups.

- Helping individuals to identify their skills, abilities and ministry gifts and encouraging their use within the life of the church. This may also involve liaising with ministry leaders and occasionally helping develop new ministries before passing them on.
- Encouraging positive initiatives to help develop and maintain multi-ethnic diversity and a multi-cultural approach in all we do. This includes our worship, small groups, social activities, leadership roles and general cross-cultural church relationships.
- Maintaining good relations with the various city-wide ministries in Chelmsford, in particular our links with Street Pastors, Food bank, Chess homeless centre and CAP debt advice. Supporting those involved and keeping the church well informed.
- Sharing some responsibility for the line management of staff, volunteers and any occasional voluntary teams that may minister at the church from time to time. This may also involve co-ordinating such groups and arranging programmes for them.
- Undertaking weddings, funerals and overseeing other events as and when required.
- Attending and being actively involved with the Leadership and Church Meetings.
- Keeping the Ministry Team Leader fully informed of any ongoing or emerging issues
- Undertaking various administrative duties in order to fulfil the role effectively.

### ***Other***

- Ensuring that the church's various policies are observed, with particular reference to safeguarding matters.
- From time to time the Associate Minister may be called upon to serve the church in other practical ways, not directly relating to their particular role, but for the good of the church as a whole.
- The Associate Minister will, in the first instance, report to and be responsible to the Ministry Team Leader. They will assist the Ministry Team Leader where required and have opportunity to develop their ministry as agreed between them both. They will meet regularly to review progress, share ideas and for mutual prayer support.
- There is a genuine occupational requirement that the post holder is a committed Christian in accordance with Part 1 of Schedule 9 of the Equality Act 2010.
- The post is offered subject to a successful DBS Enhanced disclosure.
- The nature of the job requires a high degree of confidentiality, tact and discretion when giving or receiving information which could be confidential.