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God's transforming people in our parish:
To love Jesus, to serve and tell others, to be community.

Associate Minister (lay or ordained) job description

Associate leader in a medium-sized (ER 128) commuter belt evangelical church, with responsibility for discipleship for the whole church and work with under-18s and their families. This role would be suitable either for a lay person or someone ordained in the Church of England.

We see this as an excellent opportunity for someone who either wants to grow into church leadership or has discovered that they flourish best in a team role, or indeed someone who wants to have the space and capacity to focus a substantial amount of their attention on our rising generations. We hope that this will be an opportunity that enables you to grow and flourish as well.

Woking is the most culturally diverse town in Surrey, surrounded by beautiful greenbelt land and only 25 minutes from central London by train. It is a place people want to live, with good public services and local facilities. Woking has a large number of thriving churches from a range of denominations.

St Mary of Bethany (SMOB for short) is an evangelical Anglican church on the edge of Woking town centre, located between two residential roads: Mount Hermon Road and York Road. We are affiliated with the Evangelical Alliance and New Wine Network.

The parish contains a mix of family housing, higher density flats, sheltered housing for the elderly and Barnsbury estate: former council housing. Roughly half the congregation lives in the parish; the remainder live elsewhere in Woking and surrounding villages. We have two primary schools within the parish, with whom we have good relationships.

Our vision is *God's transforming people in our parish: To love Jesus, to serve and tell others, to be community.*

Our values are: *We do life together.*

We believe in a God who can do more than we can ask or imagine.

We are: Kind – valuing every person as a loved child of God.

Joyful – sharing fun and creativity.

Brave – walking together boldly through the joys and challenges of life.

Equipping – learning from God's word, discovering our spiritual gifts and deepening our prayer lives.

Hospitable – ensuring there is space for everybody.

As a community, we are authentic, kind and welcoming to newcomers, generous in giving and we care for our ministers and staff well. There is a depth of faith and spirituality in our church family which we experience at every level in our church and leadership.

Our draft plan for 2024–26 focuses on three priorities:

- (1) Transforming our discipleship – developing a discipleship journey for every member of the church, from newcomers to core members.
- (2) Transforming our mission – building pathways from our fringe into the core of our church family, and releasing core members into mission.
- (3) Transforming our building – continuing our 'Heart of Mount Hermon' project to refurbish our building and plan for a new entrance and extension.

SMOB's Sunday services include:

- 8am Holy Communion (Book of Common Prayer, monthly on the 1st Sunday)
- 10.30am Morning Worship

SMOB has a wide range of ministries, including well-established children's and youth work, ministry with young families and senior adults, strong preaching, teaching, discipleship and pastoral care, all rooted in prayer. Around 2/3 of adult church members are in small groups, which are the most significant places for pastoral care and discipleship to take place.

Our paid staff includes a full-time Office Manager, part-time Office Administrator, bookkeeper and cleaner, and we aim to hire either a children's or youth worker (whom you will line manage). We enjoy the ministry of a retired Associate Minister with Permission To Officiate who takes a full role in leading services and pastoral work. We also have two occasional preachers and a team of pastoral visitors. Our staff team also includes our churchwardens. The team is open and supportive, with each of us responsible for our own work free from micro-management, but with a collegiate approach to working together and sharing vision and goals.

Your role

You will take the lead in our discipleship, including our small groups, and oversee our work with children, young people and families. In these two areas you will have full authority to make decisions, alongside regular supervision meetings with the Vicar.

Intergenerational

- Taking responsibility for hiring a full-time Youth or Children's Worker, developing their role to sit alongside your gifts and calling, and line managing them.
- Developing us in becoming a truly intergenerational community and linking with all our ministries to set goals along the way.
- Overseeing our children's and youth programme, setting strategy, providing practical and pastoral support to leaders and getting involved directly in groups. You would lead in either a children or a youth context (but not both), working with a team of leaders which is well established and self-sustaining.
- Developing a discipleship programme for parents and a mentoring programme for older youth.
- Being part of Guildford Diocese Intergenerational Learning Community.

Discipleship

- Driving our small group ministry, providing study material, training and providing pastoral care for group leaders and running occasional study groups, eg for Lent.
- Organising our pastoral care team and training volunteers.
- Developing our prayer ministry across our church life.
- Running men's/women's ministry events.

Shared responsibilities

- To participate as a member of the church's staff team, sharing in the team's corporate responsibilities/activities and deputising for the Vicar as necessary.
- Regular preaching, service leading and corporate prayer.
- Helping to plan our Sunday preaching programme.
- Taking part in the life of Woking Deanery and Guildford Diocese.

Personal discipleship and self-care

- Maintaining your own discipleship, particularly by giving time to prayer and the study of the Scriptures. Also to read and develop ministry skills through regular training, etc.
- To take proper care of yourself (and your family if applicable) through adequate time for rest, recreation and family life. We anticipate that you will work two evenings in an average week.

Person specification

- Passionate about God; a contagious, mature Christian with a story to tell about your life and walk with Jesus.
- A heart for equipping a church and developing your own gifting.
- A confident communicator who can connect with a wide range of people at different stages of their discipleship journeys.

- A self-starter who will work well within a team and will be happy not to be the overall leader, but will take on significant leadership responsibility.
- Experience of leading sung worship in a church context is highly beneficial.
- A sense of humour is essential; good pastoral skills and a range of life experience would be valuable.
- Theological or practical training is available for any areas which you need to develop.
- We would consider part-time working or job-sharing.

For lay candidates:

- We welcome candidates from outside the Church of England.
- You will have experience of working for a church and will have received some theological training, whether formal or informal.
- The post is permanent, subject to an initial six-month probation period.

For ordained candidates:

- You will have completed your curacy.
- The post is subject to Qualified Common Tenure on a fixed five-year licence, due to the fact that it has been designated as a Locally Supported Ministry post, and this term is renewable.

Housing

We own a well maintained three double-bedroom house in the parish. It comprises entrance porch, entrance hall with open-plan study area, downstairs WC, excellent size dual aspect living room, kitchen/breakfast room, three good size bedrooms, modern fitted bathroom with separate WC, a front garden as well as a private enclosed rear garden in excess of 70ft. The house is a short walk from Barnsbury Primary School and Nursery and Hoe Valley School (secondary). Council tax and water bills are paid.

For lay candidates: housing is a taxable benefit in kind; alternatively a housing allowance can be paid.

Terms of Appointment

1. Reporting and Performance Review

The Associate Minister will be supervised by the Vicar with whom s/he will meet on a regular basis. The Associate Minister's performance and ministry contribution will be subject to an annual Performance Review conducted by the Vicar.

For ordained candidates: The Licence from the Bishop will commence from a date to be agreed. The post of Associate Vicar is subject to Qualified Common Tenure, as it has been designated as a Locally Supported Ministry Post.

2. Salary/stipend and Pension

For lay candidates: The salary will be equivalent to an Associate Vicar in the Diocese of Guildford, subject to annual increments in accordance with Diocesan policy and paid through St Mary of Bethany Church. The Church will contribute to the Associate Minister's pension at the same level as if they were covered by the Diocesan Clergy Scheme.

For ordained candidates: The stipend for an Associate Vicar is set by the Diocese of Guildford, subject to annual increments in accordance with Diocesan policy and is payable through the Diocesan payroll. The Associate Vicar's pension is also within the Diocesan Clergy Scheme.

3. Accommodation

The Associate Minister's accommodation is provided free of rent and rates by the Parochial Church Council. Following occupation, it is the responsibility of the Associate Minister to maintain the garden and keep the interior of the property in good order and to bear the costs of doing so. The Associate Minister should bring any issues pertaining to the maintenance or repair of the exterior of the property to the attention of the Churchwarden.

For lay candidates: If you do not need accommodation, St Mary of Bethany Church will pay an accommodation allowance equivalent to the rental value of the above property, plus Council Tax and water bills.

4. Expenses

Expenses will be met by the Parochial Church Council in line with Diocesan policy and local Staff Expenses policy. The Associate Minister will submit an expenses claim to the Vicar monthly.

5. Holidays, Annual Retreat and Days Off

Rest periods

For ordained candidates: You are entitled to an uninterrupted rest period of 24 hours in each period of seven days. The weekly rest period may not be taken on a Sunday, on any of the Principal Feasts of the Church of England as set out in the Canons and Common Worship, or on Ash Wednesday or Good Friday or during a major parish event.

For lay candidates: Your normal working week will be 35 hours per week, worked over five days including Sunday.

Retreats

In addition, a 5-day annual retreat (or equivalent) should be taken. Reasonable costs should be borne by the parish.

Annual Leave

The leave year begins on 1 April and you are entitled to 36 days plus 8 days Bank Holidays (or time off in lieu).

The days of annual leave may not include more than six Sundays or any of the Principal Feasts of the Church of England, Ash Wednesday or Good Friday or any major parish event.

Holiday entitlement for those who are taking up a post during the leave year, or who are leaving during the leave year, is calculated pro rata for the part of the year during which the person holds office.

Continuing Ministerial Education is expected to be undertaken each year and an allowance is available for this.

Time should be allowed each day for family or the needs of a single life and domestic needs.

The closing date for applications is Tuesday 5 November
Visits and interviews will be on Monday 2 and Tuesday 3 December
This post is subject to Enhanced DBS clearance