



## JOB DESCRIPTION

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<b>Employer:</b>	Duke Street Church of Richmond, Surrey, TW9 1DH
<b>Role</b>	Pastor-in-Training
<b>Hours</b>	24 hours per week (part-time)
<b>Reports to:</b>	Senior Minister (and Head of Ministry Support)
<b>Place of Work</b>	Duke Street Church
<b>Date</b>	September 2022

### Job Purpose

The overall objective of the Pastor-in-Training (PiT) role is to learn the role of a pastor-teacher as a part-time staff member while at the same time undertaking formal theological training.

The role is aligned with our Church mission to glorify God by making disciples from all nations and our Church strategy to 'Reach Out, Build Up, and Send Out':-

- To **reach out**, by sharing the good news of the Lord Jesus with unbelievers, and helping others to communicate it more effectively.
- To **build up** believers in the church, especially in their confidence in and understanding of the gospel, and equipping them to build up other Christians.
- To **send out** by encouraging mission interest and action both in SW London and overseas.

### Role Context

The PiT role has a strong training focus, with a view to equipping and preparing the PiT for full-time pastoral ministry. Alongside theological study, the PiT will receive mentoring and guidance from the Senior Minister (SM) and Associate Minister (AM), as well as opportunities to develop ministry character and competencies.

Although the PiT will participate in the delivery of different ministries, youth work will be a particular area of focus. Over time the success of the PiT will be measured by the development of a team of highly-motivated, efficiently-managed, and well-coordinated volunteers.

The PiT reports to the SM, who is responsible for the pastoral oversight and spiritual leadership of the Church. The PiT is a key role within the Duke Street ministry team, and as such will meet with the SM and the rest of the ministry team to review, discuss and shape the overall ministry of the Church.

The PiT also reports to Head of Ministry Support (HOMS), who is responsible for the day-to-day management of the Duke Street staff team and the operational aspects of the Church.



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The PiT is a "servant-leader" role. In other words, the PiT must be able to lead teams, demonstrate best practice in terms of teaching practice, and administration, etc. – whilst at all times, act as a servant to the congregation and team volunteers alike.

### Key Responsibility Areas

#### 1. Leadership and People Management

- 1.1. To provide day-to-day leadership of youth ministries, ensuring that volunteers are motivated, engaged, and supported.
- 1.2. To provide on-the-job coaching, and training, of volunteers.
- 1.3. To promote, assist and nurture good team-working between volunteers.
- 1.4. To lead services and to preach as required by the Senior Minister

#### 2. Teaching

- 2.1. To ensure that the teaching of the youthwork programme is aligned with the Duke Street statement of faith and doctrinal distinctives.
- 2.2. To ensure that all youth teaching materials are of appropriate quality.
- 2.3. To lead (in time) a Fellowship Group
- 2.4. To meet with individuals for 1-2-1 Bible study

#### 3. Risk Management and Safeguarding

- 3.1. To ensure that the Duke Street safeguarding policy is implemented in full.
- 3.2. To ensure that all risks are identified, managed and reported in adherence to an agreed risk management process.

#### 4. Administration

- 4.1. To be responsible for all youth-specific administration processes, to include: youth team rota management, resource scheduling, and, if appropriate the keeping of attendance records
- 4.2. To provide simple reporting of youth ministries, to include, but not be limited to, attendance records, issues, risks and challenges
- 4.3. To ensure that up-to-date records are securely maintained, including contact details
- 4.4. To manage and administer a youth work budget
- 4.5. To ensure that the designated storage areas are orderly, uncluttered and tidy at all times



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### Person Specification

- Able to relate well to all people both believers and those not-yet believing.
- Able to relate well and communicate effectively to youth (11-18).
- Able to handle and teach the Bible accurately and effectively
- Able to motivate Church Members to participate in the work of different ministries, especially the youth work, building a sense of mutuality and common purpose
- Supportive to the Senior Minister
- Experience in dealing with church matters and pastoral/relational skills are essential
- A 'Servant Leader' with a strong consensual style: listening, encouraging and facilitating
- It is expected that the candidate would join the church as a member and be fully involved in the life of the church, regularly attending Sunday meetings (morning and evening), the fortnightly Prayer Gathering and a Fellowship Group.
- The candidate will be required to adhere to Duke Street policies, including, but not limited to, information security, safeguarding, clean desk and anti-clutter policies.
- There is an Occupational Requirement in line with Equality Act 2010 for the person appointed to be a mature committed Christian and in agreement with the Statement of Faith and Doctrinal Distinctives contained within the Church Handbook.

### REMUNERATION:

- Duke Street will pay for all part-time training fees at an agreed theological college for two years (Sept 2021-June 2022) in the first instance and travel expenses to and from the place of training.
- The role will be renewable every two years by mutual agreement between the SM, Church Council, and the PiT, subject to approval from Church Membership.
- There will be an annual salary of £13,525 plus a 10% pension contribution.
- A mobile phone allowance of £20 pcm
- A tax-adjusted accommodation allowance of £825 per month, or the provision of suitable accommodation by the church.

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