



THE PARISH OF  
CHANDLER'S FORD

## Role Description

### **Associate Minister, Parish of Chandler's Ford**

This Role Description should be read in conjunction with the Parish Profile and the Guidelines for the Professional Conduct of the Clergy which apply to all in ordained office.

Whilst the Vicar holds primary responsibility for leadership, this is a large and diverse parish, and the role of Associate Minister is a senior leadership position of considerable responsibility and of incumbency status. The successful candidate will minister collaboratively with lay and ordained colleagues, including the PCC, and hold a portfolio of specific responsibilities. These may adjust over time as the role and the mission of the parish develops but are currently expected to include:

#### **Responsibilities**

- Oversight of St Martin in the Wood: including worship and pastoral care of the congregation, and exploration of possible future developments at the church.
- Oversight of parish Baptisms.
- Oversight of parish Weddings.
- Line management of staff, as agreed with Vicar.
- Lead clergy for pMAP implementation, review and development of new plan.
- Input into annual planning of parish worship and activities.
- Leading and developing the monthly Praise Together service at St Boniface church.
- Developing healing ministry in the parish.
- Overseeing the Safer Recruitment process in the parish.
- Chairing occasional PCC and parish team meetings.
- When the opportunity arises, contributing to training of readers, ordinands and curates.
- Occasional practical support of Children's Minister and Youth Ministers in their work.

#### **Key Relationships**

- Vicar and PCC.
- Parish Leadership Team: Clergy, LLMs, Wardens, Children's and Youth Ministers, Parish Discipleship Co-ordinator, PCC Safeguarding Officer.
- Other key lay leaders in the parish.

## **We are looking for a Christian leader who:**

### **Spirituality**

- Follows an ordered personal, spiritual life of daily prayer and Bible study and shares the fruits of their own discipleship with others.
- Seeks to follow the model given us by Jesus Christ of active ministry and time out for reflection and prayer in quiet days and retreats.
- Actively prioritises prayer, study of God's word and the Sacraments as the foundation for our parish mission and ministry.
- Balances time with family and friends with the demands of parish life.

### **Worship and Preaching**

- Is comfortable leading and participating in the current diversity of our parish services, and will enrich them.
- Supports and encourages the ministry of lay people in leading services.
- In preaching and other communication, presents and interprets the Christian message in relevant and inspiring ways that encourage us to live and witness as Christians in the 21<sup>st</sup> century.

### **Leadership and Collaboration**

- Is a servant leader and proven team player, committed to working collaboratively with the Vicar and the various teams in the parish, and can lead or be a team member, as appropriate.
- Is an effective delegator and decision maker, able to manage their workload and capable under pressure.
- Brings strong gifts for motivating, encouraging and inspiring others around them and those in training for licensed ministry to work collaboratively.
- Is committed and able to line manage and support individuals engaged in ministry within the parish.
- Is a capable chair of meetings who will ensure that voices are heard and valued and also clear decisions are reached and implemented.

### **Discipleship, Learning and Nurture**

- Is open and creative in their approach to Christian discipleship and spiritual growth, strongly committed to seeing God's people grow and mature in faith and use their gifts in God's service.
- Will actively encourage our home groups and others in their discipleship.
- Is prepared to lead or co-lead discipleship, nurture courses and is committed to the growth of small groups.

### **Evangelism and engagement with social justice**

- Is proactive and persuasive in sharing their faith with others and can enable others to gain confidence to do the same.
- Understands the imperative and breadth of parish outreach and mission, and will work and encourage others in mission, fair trade and outreach activities.
- Is experienced in working with schools and is committed to further develop our relationships with local schools and with young people beyond schools.

**Pastoral Care**

- Is approachable and sensitive to varied pastoral needs of our church family and wider community and willing to share pastoral care with our team of lay pastors.

**Stewardship and Parish Organisation**

- Exhibits and proactively encourages generosity in the discipleship of church members, in the giving of their time, talents and money.
- Brings and displays the proven ability to plan, organise, manage, chair meetings and communicate effectively with the clergy team, Churchwardens and Parish Office.

**Ecumenism and Links with other bodies**

- Is committed to working with local churches, especially Churches Together in Chandler's Ford, and encouraging others to do so.
- Actively encourages the support of our mission partners.
- Plays an active part in Deanery life through chapter and synod.