

Thank you for your interest in the Associate Minister post here.

As our advert says, we are looking to appoint a new member to our team here, whose title will likely be 'Associate Minister' or similar, perhaps with a specific focus, such as Associate Minister for Youth and Children, or Associate Minister (Houghton). These documents sit under that original advert and detail both our requirements (person spec) and needs/opportunities (job description) for your prayers and applications.

Not every aspect of the role here described may be possible if you desire a part-time position (depending on hours offered / agreed). We are open to both P/T and F/T applications, and if P/T is best for you, please focus on the aspects of the role you would be taking forward in the time offered and with the skills and experience you bring.

The deadline for applications is **midday on Wednesday 24<sup>th</sup> April**. Applications should include an up-to-date CV including all relevant qualifications and ministry experience (including reasons for leaving any previous roles). Accompanying this CV should be a letter explaining your reasons for applying, demonstrating how you fit the job description and person specification. Each of these documents should be no more than 2-3 pages, and warm brevity is encouraged.

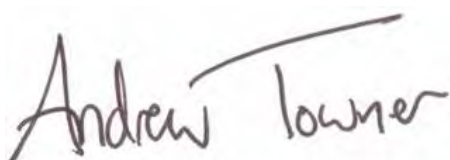
Shortlisted candidates will be **interviewed on 2/3 May** and we intend to provide some informal time with various members of the congregations here, including Staff and PCC, prior to these. A guided tour around the Parish and local area by car can be arranged.

Candidates will be invited to forward two recent talks to the panel, and to give a short presentation at the start of the formal interview, with details provided at notification of shortlisting, which will be before midday on Friday 26<sup>th</sup> April.

This appointment is subject to the full standard DBS checks, and compliance with all Diocesan safeguarding and other legalities.

I hope you've found all the details you need in the paperwork, but please do be in touch with me personally if anything is unclear, or for an informal exploratory conversation.

Please be assured of our prayers for all who are reading this.  
Your brother,

A handwritten signature in black ink that reads "Andrew Towner". The signature is written in a cursive style with a long horizontal stroke above the name.

Andrew Towner, Vicar

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## **HK Associate Minister Job Description**

It is expected that the Associate Minister will be:

- + Devoted to “prayer and the ministry of the word” (Acts 6).
- + Focussed on Houghton: with the Vicar, leading the St John’s 10:30am congregation and discerning a Congregational Leadership Team; developing a team in planting a new congregation in the village, designed to reach beyond our current church family and fringe; warmly involved in Houghton Church of England School and the wider life of the village.

+ Playing a full part in the leadership of the Parish, alongside the Vicar, including at least the following:

- Weekly planning, review and mutual support meetings with the Vicar;
- Playing a full part in Staff Team, PCC and other such bodies;
- Assisting in the planning and delivery of services and sermon series;
- Monthly Home Group leaders’ meeting;
- Monthly Partnership meeting (our united parish gathering for praise & prayer).

+ Serving in ministry across the Parish, with a particular focus on Houghton, including:

- Proactive pastoral visiting;
- Preparation for and leadership of baptisms, weddings, funerals;
- Positive relational community engagement.

+ Leading in a few areas across the Parish (depending on need, desire and capacity) by leading / developing teams committed to ministry focussed on some of:

- Children and youth ( a key area for us) or workers, the retired, or another specific group;
- Evangelism, discipleship or a focussed ministry type;
- Training and equipping the saints for ministry and service.

We expect to ensure that the following is provided:

Office space at St John’s Houghton.

Stipend/renumeration depending on experience and needs, around £30k-£35k, with standard contributions.

Payment of all normal and agreed ministry costs, including a conference each year, and a £200 book grant beyond those essential to your ministry here.

Mentor within or beyond the congregation, for spiritual support and confidential prayer / wisdom beyond your relationship with the Vicar.

We will encourage you to work 5½ days per week, and to take 6 weeks’ annual leave, dates to be agreed with the Vicar and generally not overlapping with his holidays.

The appointment will be for an initial 3-year period, to be reviewed after 2 years.

## Person Profile

### Associate Minister for Houghton with Kingmoor

	Essential	Desirable
<b>Theological</b>	<p>A lover of God’s Word, recognising the supreme authority of the scriptures. Able to articulate the evangelical gospel.</p> <p>Committed to the ministry of the whole people of God. Has a positive attitude to women’s ministry within our complementarian convictions.</p> <p>Willing to serve within our Conservative Evangelical Anglican context, and in agreement with the Parish Vision and Values document.</p> <p>Warmly recognises the many who disagree on some of these issues and are yet sisters and brothers in Jesus.</p>	<p>An Anglican conservative evangelical, with beliefs in line with historical credal orthodoxy and essential formularies (BCP, 39 Articles).</p> <p>Able to distinguish primary, secondary and tertiary theological issues, articulate with warmth any views or positions disagreed with, and maintain friendships across non-vital disagreements.</p>
<b>Spiritual / Personal</b>	<p>Committed to personal and corporate prayer.</p> <p>Humbly resolved to a life shaped in godliness by the Scriptures; can testify to growth in understanding and living.</p> <p>Demonstrates the fruit of the Spirit; is warm and approachable; able to give and receive feedback.</p> <p>Has a stable home / family life.</p> <p>Has built relationships in current community outside of the church.</p>	<p>Able to relate well to those whose convictions are expressed in different styles to their own.</p>
<b>Diocesan</b>	<p>Agrees with the Diocesan vision that: ‘every person in Cumbria of all ages and backgrounds will have an opportunity to discover more of God and God's purpose for their lives, so that they will discover more of Jesus and the Good News and become followers of Jesus within a Christian community.’</p>	

<p><b>Vision and Leadership</b></p>	<p>A pastor-teacher who will expound and apply the scriptures appropriately for 21<sup>st</sup> century hearers.</p> <p>Someone who will pastor with truth and love; willing and able to teach others, encourage them in spiritual devotion and equip them for works of service; with a commitment to and aptitude for training in a parish context.</p> <p>Has a commitment to evangelism and mission, as well as discipleship and growing the Church.</p> <p>A gifted leader who will build ministry teams and work with others collaboratively; able to discern, lead and serve within teams.</p>	<p>Experience of change management principles, and of leading change(s) in church / other contexts.</p> <p>Aware of different models of faithful ministry leadership, church planting and pastoral care.</p> <p>Experience of children and/or youth, ideally at leadership level.</p>
<p><b>Financial</b></p>	<p>Aware of issues of parish finance.</p>	<p>Some understanding of how to encourage personal giving.</p>
<p><b>IT skills</b></p>	<p>Computer literacy, ideally comfortable with Microsoft Office suite of programmes.</p>	<p>Experience of using social media to grow gospel work in a community.</p>
<p><b>General</b></p>	<p>Has good inter-personal skills – able to act with humour and sensitivity.</p>	<p>The means to transport themselves for duties in the parish.</p>