

## Christ Church Balham

### Staff Job Description for Assistant Minister

#### SUMMARY OF ROLE

Under the oversight and in partnership with the senior minister you will be involved in:

- Assisting the senior minister with preaching duties - both Sunday morning biblical expositions, and Sunday evening systematic and Bible theology.
- Overseeing our small groups programme - arranging the teaching curriculum, ensuring pastoral care and providing training for leaders, identifying potential future leaders, and overseeing the organisation of a weekend away.
- Leading your own small group, ensuring pastoral care for individuals, sharing your life with them, and encouraging them in discipleship.
- Reading the Bible one-to-one with a broad portfolio of men, but with a particular eye on unbelievers, and those who might be trained up to be future leaders.
- Helping to sharpen the evangelistic strategy of the church, and contributing towards the vision of how we might better reach the wide spectrum of people groups in Balham.
- Helping with aspects of the day to day running of the church.

#### OTHER KEY DUTIES AND RESPONSIBILITIES

You will be expected to support the senior minister in a range of duties and tasks expected of a staff member, including (but not limited to):

- Attendance at staff meetings and staff prayers.
- Attendance at and occasional leadership of the monthly prayer meeting.
- Working together with the Christ Church Balham elders and Co-Mission staff, and attending elders' meetings when asked to do so.
- Practicing hospitality with members of Christ Church Balham.
- Spending time each week with unbelievers in an effort to form evangelistic relationships and to model this desire to the wider church family.

As part of your employment, you are also expected to:

- Comply with the Co-Mission staff protocols as set out in the Co-Mission staff handbook.
- Promote and uphold the reputation of your church and Co-Mission and to support its vision.
- If you wish, attend and lead on one children's summer camp each year (but not to commit to any further ministry outside of Christ Church Balham except by arrangement with the senior minister).
- Attend one ministry training conference each year.
- Work evenings and weekends, but also to organise your diary to ensure that you take adequate rest and properly serve your family.

#### RESPONSIBLE TO

You will be accountable to the senior minister and to the elders of Christ Church Balham including an annual review with the senior minister.

## SKILLS AND ABILITIES

As a staff member, it is necessary for you to demonstrate:

- Experience of, and aptitude in expository preaching, basic systematics and biblical theology.
- Experience of, and aptitude in teaching the Bible in small group setting.
- Experience of, and aptitude in one-to-one discipleship.
- Experience of, and aptitude in personal evangelism.
- Experience of, and aptitude in event management.
- Ability to relate to a broad range of people.

## PERSONAL QUALITIES

As an evangelical Christian in a leadership position, it is necessary for you to demonstrate:

- Personal repentance and faith in Jesus Christ.
- Desire to deepen your relationship with God through personal prayer and Bible study.
- Growing in maturity as a Christian disciple and leader.
- Playing your part in a team and loyalty to the senior minister.
- Using your ability and capacity in ministry to maintain a level of sustainable sacrifice in serving your family, the staff team and the church.
- Reliability.
- Self-motivation and ability to manage own workload, organising projects and personal administration.

## OTHER DETAILS

- Location: Balham, London SW12
- Hours: Full time
- Salary and housing: Package will vary according to seniority, experience and level of training
- Pension Provided
- Holiday: 6 weeks