

**Principal Responsibilities (Job Description)**

1. Preaching on the Lord's Day (in normal circumstances twice a month), including service preparation and liaison with the Operations Manager and Music Ministry leader.
2. Leading services and taking communion services as required.
3. Leading a Home Group (Growth Group) and taking overall responsibility for the Growth Group ministry at Emmanuel.
4. Taking oversight for other significant areas of the church's ministry depending on personal gifting – e.g. Children's and Youth Ministry or Evangelism.
5. Supporting the development of others for ministry – e.g. in our Apollos Group or preaching classes.
6. Pastoral care for our members and attenders and others who come within the orbit of our ministry, working in conjunction with the pastoral team, elders and deacons. This will on occasions include emergency pastoral situations.
7. Leading other services and events on an ad hoc basis – e.g. weddings, funerals, Christmas Day services, Holiday Bible Club etc.
8. Involvement in planning and preparation within the church – e.g. Holiday Bible Club, Church planting etc.
9. Any other tasks/responsibilities as directed by the Senior Pastor.

## **Person Specification (skills, experience, knowledge and qualifications)**

### **Essential**

- Christian in full agreement with the church's rules and Basis of Faith.
- High integrity and trustworthiness with clear recognition of the need for confidentiality and sensitivity in relationships and communications
- Good time management and the ability to achieve deadlines.
- Able to work on your own initiative, dealing with competing demands.
- Able to forward plan and organise.
- Good interpersonal skills and the ability to recognise differing perspectives.
- Communication skills (written and oral).
- Good understanding of safeguarding principles.
- Experience in pastoral care.
- Preaching and teaching gifts.
- Theological/Christian ministry qualification (experience in a pastoral/preaching role with mentoring from a mature experienced pastor may suffice).

### **Desirable**

- Full driving licence

### **Support and supervision**

You will be directly responsible to the Senior Pastor and you will be accountable to him and the Personnel Committee. You will also liaise closely with the deacons, pastoral team and eldership.

In an emergency another member of the pastoral team or elder should always be contactable for advice and support.

### **Place of work**

The church office is in our church building in Horsforth and this will be your usual place of work. Other members of the pastoral team are based there. The church has multiple ministries within the church building throughout the week.

Your work will involve pastoral visitation and leading home groups (Growth Groups).

### **Hours of work**

Sunday is not only a day when you will be involved with preaching, but it is an opportunity to link pastorally with members and attenders. We have a diverse congregation. Amongst regular attenders and members there are many with busy high pressured jobs or family commitments, who we can only really meet with us on

a Sunday. We also have significant numbers of irregular attenders/visitors with whom Sunday is the only point of contact. You will need to be at the building well before the start of morning and evening services and remain for some time after the services end. As Sunday is a working day for you it is essential to take another day through the week completely away from church activities as a "Sabbath rest". Given the nature of the role it is important that there is flexibility, but also protection from burnout. You will liaise with the Senior Pastor and Personnel Committee on the most appropriate work pattern at any particular period of the church's annual cycle (e.g. to ensure you have sufficient rest during our very busy pre-Christmas period).

### **Salary and review period**

Your starting salary will be based on qualifications and experience. There is a 12 month probationary period with reviews every 3 months. At the end of the probationary period there will be a confirmation of appointment review to ensure that you have been able to fulfil your principle responsibilities.

### **Annual leave**

Annual leave is 25 days per annum, increasing by one day per annum. In addition you will have statutory Bank Holidays or take time off in lieu if you have to work on these days.

### **Disclosure and Barring Service**

**As the post will involve you sometimes working with children and vulnerable adults you will have a DBS check with enhanced disclosure. An appointment cannot be confirmed until a suitable disclosure has been received.**