



Job Description – Ministry Assistant

To start September 2023

Purpose of role

- to encourage, train and raise up gospel workers for tomorrow's harvest field (Matthew 9:37-38). This role will equip you for a lifetime following Christ in church life. It may also help you to explore paid youth, children's, student or music ministry, or ordination.
- to fulfil our mission to make disciples who know Christ and make Him known at Holy Trinity through encouraging and benefitting from the ministries and gifts of the Ministry Assistant in the areas of their work among us

The Three Elements of the Role:

Ministry in Practice

We see the key role of those who lead, teach and pastor in churches as being to pray, and to teach the gospel and train others in discipleship and evangelism (Acts 6:4; 2 Timothy 4:1-5). The role gives you the opportunity to observe and practise Bible ministry in one or more ministry area (eg. students, youth, children, music, or evangelism). This role is likely to involve assisting with the leadership of our Student Group, helping to disciple students 1:1, helping in adult evangelism in our local community, and also helping on the team for one of our afterschool clubs and in one of our Sunday children's groups. Some

engagement in local mission with our door-to-door team and groups for older members is likely. The Ministry Assistant attends our weekly staff Bible study/prayer and planning meetings.

You will be given increasing levels of responsibility over time according to experience and with training, including leading Bible studies or services and giving talks or sermons. You will be involved in 1-1 discipling, helping lead Bible study groups, working with teams of volunteers, and planning and leading Sunday services. You will work closely under the guidance and support of our clergy.

To broaden your experience we may link you for shorter periods to a further ministry area.

To support and develop your walk with God, mentoring will be offered with a mature Christian. A desire to grow in godliness through corporate worship and prayer, daily prayer and Bible study, small group attendance, good relationships with others, and supporting the church's vision, will be expected.

Ministry in Training

As part of the scheme you will have fees covered to attend the weekly Ministry Training course in Cambridge (TEAM) including travel costs. In a second year with us the Ministry Assistant may then undertake the Crosslands Training in Theology for Mission.

The Rector and/or Curate will meet with you weekly, as will other staff on occasion, to help develop ministry skills and theological understanding with a focus on spiritual growth and on teaching the Bible. Additionally, you may attend one conference a year, such as the Maximise Conference, Growing Young Disciples, or Keswick, plus helping on one mission week such as the UEA Christian Union Events Week. You will also be encouraged to join the team leading on Keswick and/or a Pathfinder or CYFA summer Venture in July/August. The church will fund these opportunities by agreement.

Ministry as Service

We expect the Ministry Assistant to serve in some practical ways on a weekly and occasional basis, in addition to the more overtly gospel-teaching opportunities. This is a vital expression of a person's servant heart to put Christ and others first and support our whole-church vision. It is important however that this does not dominate the week or replace the work of other paid staff or church volunteers.

This may include supporting a range of ministries such as office administration, graphic design or publicity, web and media, welcome/reception, assisting at midweek groups, prayer evenings, meetings for retired people, and setting up and clearing away for larger services, midweek meetings or Sunday activities.

Person Specification

There is a genuine occupational requirement that you are a committed evangelical Christian who shares the convictions of our church. We seek a person of either gender demonstrating a good character, servant heart, a willingness to respond to God's leading on their life, a good grasp of Christian truth and the Bible,

a desire to see the good news of Christ shared with others, and some experience of, and the gifting and desire to develop in, the theory and practice of Bible teaching ministry. You should be open to considering a call to a lifetime of paid gospel ministry. Given the likely areas of pastoral service in this post, experience of leadership and gospel ministry amongst students, or children/young people, is desirable. The post is subject to an enhanced DBS.

About Us

We are a lively Bible-teaching Anglican evangelical church near the centre of the beautiful city of Norwich. We have around 275 adult members and 50 children and young people. Our vision is to be a church of disciples of Jesus Christ who together know Christ and make Him known.

Every Sunday we meet for two services (10am and 6.30pm) with congregation members from all across our community and city. Both services are also livestreamed.

Midweek we encourage whole-life discipleship and disciple-making by every member, including in our new members' course, small Bible study groups, one-to-ones and evangelistic courses. Young people, students and 20s+30s meet on a Sunday evening, with children's groups up to aged 11 on Sunday morning during our 10am service. Various groups meet midweek to provide fellowship for members and to reach out with the gospel to groups of people in the local and wider community.

This post is currently for one person, but our preference is to employ two Ministry Assistants when finances allow. The rest of our staff team consists of our Rector, Curate, Church Administrator, two Youth and Children's Workers, Parish Mission Enabler (Part-time), Finance/Office Administrator (Part-time), Facilities Assistant (Part-time) and Organist.

The vibrant area around us is a diverse community with many students, young adults, families and older people. We are a friendly 'normal' disciple-making parish church with a wide influence across our city, offering fantastic experience of Christ-centred Bible ministry, and lots of time alongside clergy and other staff. The north-east corner of our parish is an area with high levels of economic and social deprivation and we lease premises there where we run weekly afterschool clubs and other groups.

In September 2022 we sent our previous curate with 25 members as a church "graft" to revitalise a church in Costessey. We also support wider mission through links with a number of mission partners in this country and overseas.

We hold confessional evangelical convictions about the uniqueness of Christ; His substitutionary atoning death for our sins, bodily resurrection and glorious ascension; the inspiration, reliability and authority of Scripture and its primacy in Christian ministry; the church's commission to call all to faith in Christ, and eternal salvation through grace alone comprising repentance and faith leading to sanctification.

We are a member of the Evangelical Alliance and affiliated to the Church of England Evangelical Council, and uphold the teaching of Jesus and the Bible on marriage and sexuality.

Financial Package and Hours of Work

Salary £21,000 per annum for a five day week, plus one funded study day expected of theological training.

In addition to work and study/training, we expect our Ministry Assistants to take a weekly day off and full holiday entitlement. We expect all staff as members of the Church to give some reasonable time voluntarily.

Salary will be reviewed in January each year. Fees for training will be paid as set out in the 'Ministry in Training' section. The cost of agreed conferences and mission activities, and necessary expenses, will also be paid. A room may be available at a competitive rent in our refurbished church-owned house close to the church building.

Length of this post

Initial year commencing September, with the possibility of a further year by mutual consent.

To Apply

Please complete the application form from our website as noted below. This should be returned by email to Richard James at the address below before noon on **Thursday 4th May 2022**.



For more information about applying for the role of Ministry Assistant, please contact Richard James via our office to arrange a short conversation prior to applying:

Church Office

E: info@trinitynorwich.org

T: 01603 622225