

Assistant Pastor(s) - Job Description

Overview

We originally posted a number of part-time positions, but are now praying instead for an individual or married couple to fill the role of Assistant Pastor(s) to help us see more lives transformed by the love of God. We have a number of areas that need covering (see below) and believe that as Assistant Pastor, an individual could perhaps fulfil a few of these, or a couple may be able to fulfil the majority. Hours and salary would be dependent but part time or full time would be considered for the right candidate(s).

We would love to hear from you if you feel that God is pointing you towards serving with us.

Links to job descriptions for the needed areas can be found below. Please note: the key responsibilities, hours, salary etc. will all be tailored and adapted from the previous job descriptions to facilitate the overall role of Assistant Pastor(s). However, because of the way CAP is governed, if this is one of the roles agreed to, the job description and hours etc will remain as they are.

**Most urgent needs**

* [Compassion Coordinator](https://docs.google.com/document/d/1qo44I4pppba_TJr4qDivb16Ce6FKLkZJOKBq9KYPieY/edit?usp=sharing): leading our initiatives to care for the vulnerable and marginalised in our community.
* [Children’s Pastor](https://docs.google.com/document/d/1-bREshWzMHnAn4PEUb4ccR7F6Om6gYer6si2E616qWk/edit?usp=sharing): helping our kids know God and his word, on Sunday mornings and at other events during the year.

**Other needs**

* Outreach/[Pastoral Care Team Member](https://docs.google.com/document/d/1GFnPe1-1SEzPZchvuuo2PRRg5j0BzlegWoenG_6rPTM/edit?usp=sharing): Welcoming newcomers, providing discipleship and pastoral care for those in our church, and reaching out to those in our community.
* [CAP Debt Centre Manager](https://docs.google.com/document/d/10UpdWBV0WBjsUKrABE0OoBa4HPXVWHfM7lWb_FRIeNo/edit?usp=sharing): We wish to restart our program helping people in our community get out of debt.

**Helpful**

* Communication: Social media, weekly news, grant writing…
* Administration
* Preaching
* Assisting Youth
* Assisting Worship

What you’ll be doing

The Bognor Vineyard Assistant Pastor should be gifted and called to church ministry, love people, and have a passion for evangelism, outreach, missions, and pastoral care. They should have a passion for the Word of God and desire to proclaim it with conviction and confidence.

* Supporting the Senior Pastors in the overall vision casting and leadership of the church.
* Helping to create and implement fresh ideas for reaching and connecting with prospective new families and individuals.
* Leading one or more specific ministries (for example Compassion ministry, Children/Families ministry) that match your passions and talents.
* Providing Pastoral Care as a member of the pastoral team (within specific area(s) e.g. young families, the vulnerable members of our community)
* Preaching and prepared to be the emergency backup speaker in case of last minute need.
* Recruiting, teaching, training, spiritually supporting and effectively supervising volunteers for ministries within the church
* Working with the Senior Pastors to ensure Sunday services are planned and executed, especially in relation to your specific ministry(s).
* Connecting regularly with other local pastors so we can better serve our community.

Personal Characteristics

**Spiritual Leadership**

* Displays evidence of spiritual maturity, including a regular life of prayer, Bible study, rest, worship, and financial stewardship.
* Displays evidence of humility, teachability, and personal integrity.
* Possesses personality, temperament and interpersonal skills to relate and serve effectively within a multi-generational church setting.
* Has a passion to help people grow in their life of faith and obedience.
* Has a passion for Christ and is willing to talk about Jesus to both church and unchurched adults and children, and especially those who are vulnerable and marginalised.
* Can easily engage with people outside our church, including leaders of churches and organisations in our community.
* Ability to remain emotionally strong through stressful situations.
* A creative and collaborative communicator, with excellent verbal and writing skills.
* Demonstrates the ability to develop, manage, and motivate volunteers
* Energetic, proactive, goal-oriented, patient, kind, encouraging, and positive
* Team orientated: clear about own responsibilities, but able to be flexible and adapt quickly to unexpected circumstances with a willingness to pitch in/do what it takes to get ministry done.
* Aligns with Vineyard UK & Ireland’s [Statement of Faith](https://www.vineyardchurches.org.uk/resources/statement-of-faith/) and Evangelical Alliance UK’s [Basis of Faith](https://www.eauk.org/about-us/how-we-work/basis-of-faith).

Who We Are

Bognor Vineyard Church is situated on the South Coast of England and our Sunday service is currently held at Felpham Community College, where we use the main and small halls for worship, teaching, youth and children's groups. We see an average of 60 adults and children come to our Sunday meetings, but we’re expectant of and excited for growth in the coming months.

At Bognor Vineyard, we desire to ‘see people transformed by the love of God, becoming fully devoted followers of Jesus who are grounded in his truth and empowered by his Spirit for the sake of his kingdom’ (see [What We’re About](https://www.bognorvineyard.org.uk/what-were-about)) - and we put a lot of importance on mid week groups and events to support this desire.

Our passion is to walk alongside those in need within our local community and in missional work overseas and to create an inviting, caring space for families and individuals to come and worship alongside others who love Jesus.

Education, Skills & Qualifications

* Required: Experience working in ministry, and training in theology, ministry, discipleship, education, or church leadership, preferably aligned with the Vineyard’s values
* Desired: BA or MA degree

**Other Skills**

* Excellent administrative and organisational skills, including time and task management
* Computer literate, especially with Google Workspace & Microsoft Office

Accountability:

You would be accountable to the Senior Pastors, who themselves are appointed by and are accountable to the church’s Trustees.

### Occupational Requirement:

This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010. This will be demonstrated by a commitment to supporting and demonstrating our Vision & Values statements. We also ask that the successful candidate, if not already, attends Bognor Vineyard Church.

### Safeguarding:

The role requires applicants to demonstrate a commitment to safeguarding children and vulnerable adults of all backgrounds and have a good awareness of relevant policies, procedures, legislation and guidance. Candidates will be required to submit a self-disclosure check at interview and the role will be subject to an enhanced DBS check.

Terms:

* Salary & Hours: to be discussed. Full time / Part time available. Would consider a married couple job sharing
* Leave: 6 weeks pro rata (including bank Holidays). Required to be available for Christmas and Easter services.