

## Job Description: Associate Leader



### Background to 3 Counties Vineyard and summary of the role

Founded in 1966, we are currently a church family of about 180 adults and have vibrant children and youth groups. We are being led by a leadership team with Dave Wright as our Senior Leader. We have a great staff team of about 7 people and are also blessed with an amazing group of over 50 people who lead small groups, ministries and various teams.

Our vision is to Love God, Develop authentic relationships and Impact our communities with God's love and power. We seek to do this with our core values of grace and love, servanthood, integrity, humility, reliance on God, Intimacy with God and Obedience to God.

We recently joined the Vineyard network of churches following serious consideration and discussions over two years. We found their theology, vision and values aligned very well with ours, we have good relationships with key Vineyard leaders and we already feel like a Vineyard. We are also members of the [Evangelical Alliance](#) and work well with other churches in the Haslemere area.

You can find out lots about us on our website: [www.3countiesvineyard.church](http://www.3countiesvineyard.church)

We are looking for a full time Associate Leader to complement our staff and volunteer team. **We are happy to flex the role for the right person** but envisage it focussing on:

- **Spiritual formation & discipleship** – setting up and guiding our spiritual formation and discipleship activities and focus throughout our church family.
- **Small groups** – taking responsibility for our small groups at 3CV: identifying groups, managing sign-ups, looking after ongoing groups, helping groups to grow and bringing groups to an end.
- **Wider leaders** – supporting Dave Wright in developing our small group and wider leaders so they are healthy and fruitful in their leadership.
- **Pastoral** – leading our pastoral team of volunteers to look after the 3CV congregation pastorally.
- **Newcomers and integration** – leading our welcome team and integrating newcomers into the church.

We expect our Associate Leader will be part of our **leadership team** and will also **speak & teach** at our gathered services as well as hosting services.

This paid, full-time role requires a Spirit filled, self-motivated individual with a passion for God and people, skills in administration, team building and communication. A degree or other qualification in theology is desirable and a solid knowledge of the Bible is essential – together with the ability to work effectively with the leadership team, staff and volunteers. The individual must be clearly committed to 3CV and its vision and actively involved in it beyond this position.

Expressions of interest can be made to Dave Wright at [dave@3countiesvineyard.church](mailto:dave@3countiesvineyard.church)

## **Main Duties:**

### **1. Spiritual formation and discipleship**

- To take responsibility for spiritual formation and discipleship across the life of the church.
- To provide multiple activities, groups, disciplines and avenues for people in the church family at different stages of their Christian journey to grow in their faith: their relationship with Jesus, their understanding of the Bible, their holiness, their use of gifts of the Spirit, their service.

### **2. Small groups**

- To take responsibility for our small groups at 3CV.
- Currently we have a number of ongoing small groups as well as some termly small groups.
- The role would identify a variety of small groups to run that would support spiritual formation and discipleship as well as connection and developing authentic relationships; raise up and build up the leaders; manage sign up and provide ongoing support to leaders.
- The role also would provide support for ongoing group leaders, identify new ongoing groups and bringing other groups to an end as needed.

### **3. Wider leaders**

- To help Dave Wright in growing, supporting and developing the group of 50 or so people who lead small groups, ministries, children or youth groups, Sunday teams, etc.
- To raise up leaders to take on what we believe God is calling us to do and to develop these leaders so they are healthy and fruitful in their leadership.

### **4. Pastoral**

- Working through our "pastoral links" team, look after the 3CV congregation pastorally. Note: this is as much about proactive pastoral activities (building community, having fun, supporting healthy parenting, marriages, etc) as it is about reactive pastoral activities (visiting those who are sick, dealing with issues).
- To regularly pray for each 3CV family member. To listen to the Holy Spirit and action his promptings.
- To take wedding, funeral, baptism and dedication services as needed and to support 3CV family members as they go through these stages.

### **5. Newcomers and integration**

- Working with our welcome team to provide a warm welcome to newcomers in our various environments.
- Helping to integrate newcomers into the life of the church, including engaging with small groups and connecting relationally with our church family.

The role may involve speaking regularly at one of our gathered services and regularly (e.g. once per month) hosting services.

We expect that this person will become a part of the 3CV leadership team. Serving on the leadership team is a voluntary role. We meet 2-3 times a month, typically 8-10pm on a Friday or Sunday evening and we generally go away twice or three times a year for one day or 24 hr retreats.

## **Experience required and person specification**

We are happy to flex the role for the right person.

We will evaluate suitability based on Character (values and lifestyle), Chemistry (with the leadership team and church family), Calling (by God to 3CV and our community) and Competence (ability, capacity and experience).

Below are the role requirements and desirable elements.

1. A committed Christian who shares the Evangelical convictions of the church and who is open to the renewing, empowering work of the Holy Spirit.
2. A person with experience of church leadership and fruitful ministry (experience in a growing church of 200-500 people is desirable but not required).
3. A person who can cast vision and gather people to work to make the vision a reality.
4. An authentic, warm person who relates easily to people across the age range and will be committed to developing relationships with the church family and members of the community.
5. A person with pastoral gifts: a love for people and a desire to see people develop and grow.
6. A person able to convey their enthusiasm to others and enable them to use and develop their gifts.
7. A person with a solid knowledge of the Bible and core Christian theology (a Bible college degree is desirable but not required).
8. A person with a clear grasp of the gospel and a desire to make Christ known. They will be keen to develop new relationships with individuals and groups outside of the church.
9. A person with a commitment to the social implications of the Gospel and practically serving the community.
10. A person who thrives working in a collaborative style of leadership and ministry within a nonconformist church.
11. A person who will live in the Haslemere area in order to be a part of the 3CV community.
12. A person with a full driving Licence and their own transport.

## **Timing and selection process**

We are keen to appoint this role in the near future. However, we will not rush the process. We do not currently have an application deadline.

Expressions of interest can be made to the [church office](#) or to [Dave Wright](#) or one of the leadership team. We expect the selection process will involve initial phone calls and interview(s) and, should both parties want to progress after this, some time getting to know each other, e.g. joining a leadership team meeting, presenting to our wider leadership, speaking on Sunday morning, etc.

**The finer details:**

**Job Title:** Associate Leader.

**Responsible to:** David Wright, 3CV Senior Leader.

**Key Terms of Employment:** This is a paid, permanent position. Your normal hours of work are 40 hours a week (equivalent to 5 x 8 hour days). Actual hours / days of work may vary from week to week and will include evening and weekend work. You will be expected to manage your hours to work 40 hours on average per week and ensure at least 1 full day off in 7. No overtime pay is provided. Where you work more than 6 hours a day, you are legally entitled to one uninterrupted 20 minute rest break, which is unpaid. You are also entitled to 11 hours consecutive rest between working days. Your salary is To Be Confirmed, paid on a monthly basis. Holiday entitlements are 33 days (264 hours) per year, including bank and public holidays. A Statutory Pension with the Nest organisation will be provided, which includes employer contributions of 3%.

**Location of work:** Your normal place of work is the 3CV church office, Haslemere Locality Office, Lion Green, Haslemere, Surrey GU27 1LD. You will be required to travel, predominantly locally, to other premises where church events may be held, including but not limited to our church building in Hammer, GU27 3QW. Mileage can be paid for any work travel that exceeds normal travel requirements in the Haslemere area. There is flexibility to work from home at times when the job holder is not required to be meeting others.