

## JOB DESCRIPTION PASTORAL ASSISTANT 2022

<b>Location</b>	Riverside Vineyard Church, Airpark Way, Feltham, Middlesex, TW13 7LX Sites currently in Feltham and Staines
<b>Purpose</b>	To work as part of the pastoral staff team, serving a growing multi-generational, multi-ethnic and multi-site church
<b>Hours of work</b>	35 hours per week (4 weekdays plus Sundays)

### PURPOSE

- To join the pastoral staff team that gives pastoral leadership to the church
- Work with the Senior assistant pastor, to give leadership & oversight to a number of ministry areas
- To ensure the health & growth of Sunday service teams at the Feltham site through casting vision, developing leaders & overseers and helping them to mobilise & gather teams
- Ideally have some experience / gifting in the area of preaching

### AREAS OF MINISTRY, DUTIES & RESPONSIBILITIES

- Oversight of Sunday service teams at the Feltham site
- Areas of responsibility may include, but not be limited to: Alpha, men/women's ministries, Young Adults ministry
- Growing ability to support Sunday service "tech" e.g. sound, video & lighting, streaming
- Coordination of baptism preparation & services across sites
- Work with the pastoral staff to organise leadership gatherings & training events, helping to oversee the implementation of the leadership development pathway

### PASTORAL RESPONSIBILITIES

- To demonstrate a clear, personal commitment to the Christian faith\*
- To demonstrate commitment to the Church by attending Sunday services, participation in a Small Group, serving on a team, regular financial giving, and having a love and support for the leadership of the Church
- Able to embody our Church's vision and culture, complying with our operating policies/procedures
- As part of our growing, missional church community, to contribute to the effective running and development of Riverside Vineyard Church
- Undertake any training or personal development as required (e.g. Vineyard Leadership Essentials course, attend National VLG, etc.)
- To actively participate in staff gatherings including, prayer, planning & social get togethers
- To maintain confidentiality concerning financial, pastoral, or any other matters

\*The genuine occupational requirement for this post is implemented under the Equality Act 2010

## **KEY FACTORS**

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### Knowledge, Skills, Experience:

- Experience of leadership in a church setting, e.g. small group and/or team leadership
- Strong organisational skills, including good time management and use of initiative & creativity
- Good leadership skills, including the ability to cast vision, gather teams, identify & develop leaders
- Ability to work strategically
- Good oral and written communication skills, in both larger settings and individual conversations
- Good IT skills including the use of various social media platforms
- Ability to work as part of a team

### Financial Responsibility:

- Some budget management will be required

### Leadership Responsibility:

- Oversight of ministry overseers, leaders & teams in the various areas of ministry

### DBS Check:

- This position is subject to a satisfactory enhanced DBS check