



ST NICS
CHURCH
DURHAM

EXECUTIVE MINISTER

ST NICS CHURCH,
DURHAM

Lay or Ordained | Full Time |
£41K & housing allowance
(£6.5K)

 0191 3841180

 Market Place, Durham, DH13NJ

 stnics.org.uk

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Why this role?

This purpose of this role is to help us better work towards our vision to see many people encounter Jesus, learn from him, and work with him, here in Durham and across the nation and world.

St Nics is larger church, with over 300 people regularly attending on a Sunday. We have multiple congregations (3 each week) which includes over 100 children and young people under 16. We are also a city-centre church, playing an important and visible role in the life of Durham. St Nics has a growing staff team, with 8 members of employed staff, who oversee a large team of volunteers across our Sunday and weekly program. In these ways, St Nics is an increasingly *complex* organisation, requiring strong systems and processes.

This purpose of this role is to help enable this transition to a more complex model. We believe that if our vision and strategy is to be effective, then it must be embedded in the church culture and operations.

We are looking to appoint an individual who can help share the weight of leadership oversight in the church, enabling St Nics to be a bigger church which has significant kingdom impact in the city and beyond, in a way that is sustainable, and healthy.

The post-holder will be a member of the ministry team, holding responsibility under the incumbent for the spiritual life and vision of the church. We see operations as a ministry of the church, affecting as it does every facet of our shared life. This role will ensure joined up thinking and acting between vision and operations. As with all our staff roles, the focus is on empowering, enabling, and equipping the whole church to serve as ministers. This role will help us further delineate responsibilities within the ministry team, with the weight of leadership disseminated well beyond the incumbent and Church wardens.

Incumbent and PCC therefore believe that we need someone who can:

Work closely with the incumbent, church wardens, and PCC in the leadership of the church, with particular responsibility for all operational elements in the delivery of the strategic direction agreed by the Church's Council. This is a key role serving and enabling St Nics in its mission and Vision; initiating and maintaining support systems and strategies to help St Nics function healthily as a bigger church, which has impact in Durham and beyond.

Responsibilities

The postholder will be a key member of the leadership team, responsible for both day-to-day operations of St Nic's, as well as forward planning. This includes establishing realistic and resilient systems and processes.

Working with a 32-hour p/w Operations Manager the postholder will be - through enabling, empowering, and equipping others - responsible for each of the key tasks set out below.

Vision, strategy and ministry

- Work closely with the incumbent to hold the church's vision through prayer and shared discernment.
- Sit on PCC, Standing Committee and any future leadership body the church may develop.
- Lead Sunday services [preaching is optional] in a way that helps establish the church's culture.
- Oversee the church calendar, chairing planning meetings, and ensuring that church activity aligns with vision and strategy.
- Take responsibility for one significant ministerial area of the church life (dependant on postholder's giftings and areas of interest) e.g. small groups, leadership training, city engagement.

People and Team

- Work with the incumbent to lead the staff team, establishing an encouraging, positive, healthily professional, and Jesus-focused culture. This will include occasionally leading weekly staff meetings.

- Oversee congregants' service, including recruitment of volunteers and volunteer experience, management of team leaders, and training.
- Line manage the operations manager, administrative assistant, one other staff ministry lead (students / children & families), and some of our key volunteer leaders.
- Oversee staff HR.

Buildings

- Oversight of management and maintenance of church buildings, including our city-centre site, and youth centre. This includes overseeing all compliance and legalities related to use and hiring; overseeing our volunteer building team (led by a voluntary building manager); developing plans based on the church's quinquennial inspection; managing the buildings budget; supporting the net-zero team in finding ways to make our building spaces more energy efficient; ensure that each space is ready for the next event or service.
- Develop a strategy for the long-term sustainability of our building space, including how we make the most of our buildings as a potential means for the financial sustainability of St Nics' mission and ministry.
- Work with city leaders and partners to enable us to open our doors to the city in a safe and sustainable way.

Money

- Working with the incumbent and treasurer, oversee the church's finances, throughout the year, including future planning.
 - Sit on the finance committee.
 - Hold staff budget-line holders to account.

- Oversee our giving strategy and make note of giving trends, forecasting and any major changes to giving.
- With treasurer, prepare accessible reports and information for PCC and wider congregation, including year-end accounts and APCM report.

Initial engagement

- Oversee the experience people will have when they interact with St Nics, from encountering the church building and first sight of a communication, through to initial engagement and joining the church.
- Oversee the church's comms strategy, including digital (social media, update email(s), website) and non-digital (strategy for delivery of flyers / posters etc.)
- Oversee the Welcome team and develop a welcome and joining strategy.

Person Specification

Essentials

Personal Qualities

- Passionate about Jesus, pursuing his presence through both corporate and individual worship. Disciplined in study of scripture and in prayer; able to give an account of their own sustaining disciplines of prayer and areas for growth in discipleship. Striving to live a holy lifestyle that is above reproach.
- Willing to work within the St Nics vision, to be a larger church that receives and sends leaders, serves the city, and with spiritual formation and discipleship at its heart.
- Passionate about mission and evangelism, with a heart to see people come to know Jesus and to grow as disciples.
- Humble, self-aware, with high levels of emotional intelligence. Calm under pressure and non-anxious. Front-foot positive, with a problem-solving mindset. A very good sense of humour.
- Compassionate and empathetic; able to love others well, whilst maintaining strong boundaries.
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- Self-motivated, disciplined in their own work, able to both plan and deliver independently, and committed to high standards of professionalism.
- Committed to team working and to releasing others in their ministry.
- Evangelical in theology and accepting of orthodox beliefs in matters of faith and conduct.
- Teachable, open to the renewing work of the Holy Spirit and happy to work at the direction of the Incumbent.

- Willing to work according to St Nics and Diocesan safeguarding procedures, ensuring the highest level of care and appropriate behaviour, especially with children and vulnerable adults.

Operations

- Project-management: experience of medium and long-term strategy planning and delivery.
- Ability to work with volunteers as well as paid staff. Ability to motivate a team, set vision and lead on culture change.
- Have excellent oral and written communication skills, and experience of using ICT in planning.
- Experience of line managing others & leading teams
- Experience of managing budgets and financial planning. Ability to read a budget sheet and simplify financial data.

Ministry & Leadership

- Able to flourish and lead others within theological complexity and tension whilst retaining an orthodox position in matters of faith.
- Willingness to work within Anglican (Church of England) structures and forms of services
- Ability to pray aloud extemporaneously, and lead others in prayer.
- A good leader of leaders, able to build strong teams. Experience of mentoring others; bringing people on and seeing them flourish.

Desirables

- Good understanding of the Bible and of the Christian tradition. Able to teach others from the Bible in an accessible and informative way.

- Familiar with the legal requirements for a medium-sized organisation, and ability to deliver compliance.
- Experience of HR, recruitment and training.
- Experience of people and project management in a non-church context, with the ability to translate this to a church.
- A postgraduate qualification in an area of theological study (Bible, Systematics, Ethics etc.)
- Preaching experience.
- Experience of serving or working within a bigger church.
- Experience of church planting or revitalisation.
- The ability to network with other leaders in the wider church in the UK, and in the North East in particular.
- Experience of working with people of all ages, from children through to those reaching the end of life.
- Experience of running Alpha (or similar explore) courses.

Key Information

1. The role has an occupational requirement that the post-holder has an active and lively Christian faith.
2. Start date: as soon as possible.
3. The role is permanent and has a mutually reviewable probationary period of six months.
4. The role is 40 hours per week, excluding breaks, working over five days, including some evenings and Sundays. You can request up to six Sundays off per year as part of your annual leave allowance. Normal days off are Fridays and Saturdays. We take rest time seriously.
5. You will be leading or present at all key services such as Advent, Christmas, and Easter.
6. The notice period is three months.
7. The role reports to the Incumbent and is appraised annually.
8. The appointment will be subject to you, if successful, obtaining an advanced DBS certificate through the Church of England.

Please note that we can only accept applications at this time from people who have a right to live and work in the UK.

Benefits

1. The salary for this role is £41,000 with a housing allowance of £6,500
2. Above average employer pension contributions.
3. You are entitled to monthly prayer and study days, one per month.

4. You are entitled to one retreat week per year
5. You will be entitled to five weeks' holiday per year (of which 5 Sundays), plus five designated public holidays.

Application and Interview

Please download and complete the Application Form [here](#), returning it to office@stnics.org.uk

The closing date for this post is January 16th

Interviews will take place in the w/b 26th January

About St Nics

St Nics is an evangelical Church of England church in the heart of the City of Durham, under the patronage of CPAS. We have a diverse community of 350+ regular Sunday attenders across three regular services, and of all ages. Our gathered worship is of a contemporary-liturgical form, and we are open to becoming more charismatic in our gathered times.

We recently launched our 10-year vision: *to see many people encounter Jesus, learn from him and work with him. In the heart of the city for Durham, and from the heart of the city for the world.* You can read about our vision and strategy, and watch the video, [here](#).

