

## APPENDIX 1: JOB DESCRIPTIONS

### JOB DESCRIPTION AND PERSON SPECIFICATION FOR ASSOCIATE VICAR (TIME LIMITED POST FOR 5 YEARS)

#### A. PRIMARY ROLE

The primary role of the **Associate Vicar** is, in collaboration with the Incumbent:

To enable the intercultural worshipping community at St Paul's Slough to grow to its full potential individually and corporately through training, discipleship, and outreach	60%
To share experiences and knowledge of intercultural mission and ministry to the wider Deanery and Diocese by mentoring other churches, developing resources, and convening an Intercultural Greenhouse.	30%
To address barriers to intercultural mission and ministry at the Diocesan level	10%

The Associate Vicar has specific responsibility for

1. line managing key volunteers
2. directing the evangelistic and social outreach programme
3. coordinating intentional discipleship in pastorates
4. sharing pastoral care and visitation
5. collaborating closely with the Resourcing Hub Operations Manager.

**B. RESPONSIBLE TO:** The Incumbent of St Paul's Slough

#### C. KEY RELATIONSHIPS:

- The Incumbent of St Paul's Slough
- Resourcing Hub Operations Manager
- Church Wardens and Treasurer
- Ministry and Operations Team
- Staff and Key Volunteers
- Local Management Team (LMT)
- The PCC/SC
- Diocesan UK/ME Development Enabler
- New Congregations Board
- Resourcing Hub Board

#### D. KEY RESPONSIBILITIES:

The key responsibilities of this position include:

1. **Growing the intercultural worshipping community at St Paul's Slough**
  - Collaborate with the Incumbent to enable the intercultural worshipping community to grow to its full potential individually and corporately.
  - Support the establishment of new intercultural language devoted worshipping communities.
2. **Line Managing Key Volunteers**

Working to manage committees and their team leaders by providing strategic support to:

  - The Pastorates' committee and team leader
  - The Outreach and Mission partners' committee and team leader
  - The Coordination of ministries' committee and team leader

### 3. Directing the Evangelistic and Social Outreach Programme at St Paul's

Working with the Outreach and mission partners team to:

- Manage and assist in delivering the Alpha Course 2-3 times a year.
- Organise and assist in delivering other Parish evangelistic events.
- Develop and oversee all current and future social outreach projects.

### 4. Coordinating Intentional Discipleship in Pastorates

Working with the pastorates' team and coordinator of ministries to:

- Conduct an annual audit of pastorates (homegroups)
- Identify, train, commission, and resource potential pastorate leaders.
- Organise refresher training for continuing pastorate leaders.
- Organise annual commissioning of all pastorate leaders.
- Organise an annual promotion of pastorates.

### 5. Sharing Pastoral Care and Visitation

Working with the incumbent and parish ministry team to:

- Deliver comprehensive care and visitation programme for the congregation
- Identify, train and resource pastoral carers.
- Maintain a pastoral care and visitation plan

### 6. Supporting the Incumbent to develop intercultural mission and ministry in the Deanery of Burnham and Slough and across the wider Diocese

Working with the incumbent and Resourcing Hub Operations Manager to:

- Identify key churches in the Deanery and Diocese to mentor and support
- Establish and convene an Intercultural Greenhouse
- Support external outreach and training events
- Support creation of key external learning and training resources

## E. PERSON SPECIFICATION

The ideal person would be one with a strong passion for intercultural mission and ministry; eager to share God's Word with God's people of diverse cultural, ethnic, geographic, and religious heritages and who has the following qualities and experience:

	Essential	Desirable
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Willingness both to take responsibility and be part of a team under the Incumbent.</li><li>• Ability to recognise the value of pastorates in encouraging growth in our love for Jesus Christ, providing pastoral care for one another, nurturing service, and sharing gifts.</li><li>• Ability to line manage, coach, and bring out the best in both paid staff and volunteers.</li><li>• Ability to work well operationally and strategically to help build the breadth and depth of the Church.</li><li>• Pastoral and caring, with a particular heart for young people and a</li></ul>	<ul style="list-style-type: none"><li>• Experience of living outside their culture.</li><li>• Experience in recruiting paid employees and volunteers.</li></ul>

	<p>commitment to making disciples and developing and releasing leaders.</p> <ul style="list-style-type: none"> <li>• Spiritually mature, with a deep relationship with God through His Word, prayer, and the work of the Holy Spirit.</li> <li>• Ability to work well with a broad and diverse range of people and context and facilitate conversations with and between various cultural and ethnic groups.</li> <li>• Ability to see where God is at work and collaborate with others within the Parish, Deanery, and Diocese, especially in the Intercultural Resourcing Hub and Greenhouse.</li> </ul>	
<b>Skills and Competencies</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Good IT skills for general office work</li> <li>• Awareness of the effect of unconscious bias on yourself and others</li> <li>• course Ability to work within national and diocesan safeguarding requirements and to undertake safeguarding training when required</li> </ul>	<ul style="list-style-type: none"> <li>• Musical skills</li> <li>• Digital communication: website and social media etc</li> <li>• Research skills</li> <li>• Fundraising experience</li> </ul>
<b>Education/Qualification</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or above</li> <li>• Ordained Priest in the Anglican communion</li> </ul>	<ul style="list-style-type: none"> <li>• Theological degree in cross-cultural mission</li> <li>• IT qualification</li> <li>• Other relevant professional skill or qualification</li> </ul>
<b>Required Experience</b>	<ul style="list-style-type: none"> <li>• Active engagement with an intercultural worshipping community.</li> </ul>	<ul style="list-style-type: none"> <li>• Cross-cultural ministry and mission</li> <li>• Understanding of world mission</li> <li>• Experience in developing and providing training, preferably in a church context</li> </ul>
<b>Others</b>	<ul style="list-style-type: none"> <li>• Ability to lead worship to a high standard, both regular congregational and public events</li> <li>• Excellent theological formation and grounding in scripture, doctrine, and tradition</li> <li>• Pastoral heart and aptitude to be with people appropriately from a wide range of class, race, and religious backgrounds.</li> <li>• Record of bringing people to faith, communicating the key elements of</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of ordained pastoral ministry</li> <li>• Experience and understanding of the Church of England.</li> <li>• Experience in working collaboratively.</li> <li>• Ability to organise personal transport.</li> <li>• Own a car and hold a full driving licence.</li> </ul>

	<p>Christianity, and nurturing their development as disciples.</p> <ul style="list-style-type: none"><li>• Understanding of mission and ministry in an interfaith context</li><li>• Willingness to be available outside regular working hours, including occasional evenings and weekends.</li><li>• Willingness to be involved in continuing personal and professional development.</li></ul>	
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