**JOB DESCRIPTION**

**Associate Minister (Interim – 3 year post)**

**Reporting to:** The Incumbent, All Saints Highertown

**Responsible for:** All Saints Highertown and Baldhu

**Location:**  All Saints Church, Tresawls Road, Truro, TR1 3LD

**Standard Working Hours:** Full Time {Attendance at some evening/weekend meetings/events will be required}

**Salary:**  Equivalent to CofE Stipend - £27k PA + allowance upto £1000 per month to help with accommodation costs for living in or close to the parish.

**DBS check required for this role?** Y, enhanced disclosure

**Overall purpose of the job**

The Associate Minister will be the principal lead for all domestic matters regarding church life, Worship, Pastoral, Missional, Community and, in accordance with the agreed vision and strategy document

**Key responsibilities**

1. **Worship**

Coordinating a regular pattern of worship focused on the keeping of a weekly eucharist. Leading the church through Christmas and Easter services and associated worship. Daily Offices of Morning Prayer Pastoral Ministry for the church community and for the wider parish. Leading the church through the church calendar. Coordinating teaching and preaching throughout the year. Coordinating occasional offices – Baptisms, Funerals and Weddings.

1. **Pastoral**

Caring for the pastoral needs within the Parish, and coordinating the ministry team.

1. **Missional**

To lead the development of the unified strategy. With the aim of forming mature disciples of Jesus Christ, to ensure a regular pattern of courses and small group studies continues. To continue developing discipleship courses, baptism, confirmation and wedding preparation, and study and retreat days to promote and deepen each member’s prayer and spiritual life. Helping every member of the church grow in their faith and thus enable them to step out in new ways of serving in the church, workplace, and community.

1. **Community**

Developing connections with the wider community – in particular schools, and local residents, and local groups. Working with the Lifehouse project and TM in building and establishing links

1. **Administration**

Coordinating fundraising and giving campaigns for the established church activities. Upkeep of registers and mission statistics. Ensuring that all

statutory and regulatory requirements are fulfilled’ that the church finances are kept in good order.

**Priorities for the church (the Associate Minister will provide leadership for)**

* To encourage/engage all to deeper and wider prayer. Exploring/using different methods: liturgy, extempore, contemporary, with scripture.
* To establish a daily pattern of prayer visible and accessible from the church, possibly building up a midweek congregation.
* Re-establish a group to write and lead intercessions, both for online and in person services. To be a church that takes intercessory ministry seriously and develop a pattern of prayer that reflects this.
* Further develop the pastoral team with an established lead and coordinator. To reconnect, extend and formalise the pastoral team, structure & interface with Clergy.
* To extend the love of Christ through ministry of occasional offices.
* Re-establish a pattern of regular Sunday worship that reflects the breadth and inclusiveness of the All Saints community and its Anglican roots.
* To establish clear spaces for open and corporate prayer -developing the vision for All Saints to be a house of prayer.
* To become a welcoming church, paying particular attention to those seeking God and faith.
* To develop and grow a listening ministry to support people traveling with Jesus.
* To journey with those wanting to explore and deepen their faith or finding their faith.
* To become a generous church. Missional inits giving and offering of itself to others.
* To be a church that is partnered with others in mission both here and overseas.
* To become a radically diverse church community. To become a church recognised for its care for creation.
* Helping the church stay connected with its community and with each other.

**Health & Safety**

Adhere to the Diocese’s Health & Safety policy and procedure as well as any other related laws, and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life.

**Safeguarding**

To adhere to the Diocese’s safeguarding policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life for all who may be vulnerable. This includes a responsibility to remain up to date with your own safeguarding training at the level appropriate to the role.

**General**

1. Undertake other duties, as may be required from time to time, to ensure the effective and efficient fulfilment of the role
2. Undertake relevant training required to best carry out the role
3. Participate in organisation-wide meetings, away days, etc.

This job description is a summary of the key areas of responsibility in the job. It is not intended as a definitive statement of job content. It will be reviewed periodically, and may be subject to amendment.