

KINGS NORTON TEAM MINISTRY

St Nicolas, Hawkesley and Immanuel

JOB DESCRIPTION/PERSON SPECIFICATION – ASSISTANT RECTOR

Job Title: Assistant Rector

Reporting to: The Rector

Working with: Ministry Team consisting of: Full time Lay Minister (Children, Youth and Families), Stipendiary Methodist Minister (Hawkesley LEP), Music Minister, Parish Administrator, two Assistant Clergy with PTO and four Readers

Purpose:

This is a significant post for an ordained Anglican priest to play a key role in the leadership of Kings Norton Team Ministry (KNTM) with a specific focus on overseeing the ministry, mission and outreach to the socially diverse outer housing estates which make up the majority of the parish.

Main Responsibilities:

1. To work closely with the Rector, the Lay Minister, Methodist colleague, Ministry Team, Churchwardens, DCCs and PCC in the ongoing leadership, mission, ministry and governance of the church
2. To deputise for the Rector in their absence, sharing and growing in incumbent-level ministry experience.
3. To take a leadership role with Hawkesley and Immanuel DCCs and congregations as they endeavour to minister to and serve their local communities
4. Co-ordinate and give guidance and support to the Pastoral Care Team
5. To build upon links with local schools as a particular area of mission
6. To preach and lead at services regularly across the team
7. To take a share in leading the many occasional offices taking place in the team

8. To contribute to the development of liturgy and worship, in varying styles, across the team and ensure high standards are maintained
9. To contribute to the life of the deanery and wider diocese.

Team Ministry Responsibilities

1. Be a strong team player who communicates well with the rest of the team
2. Building upon current practice, coordinate and develop relevant Bible study, spirituality opportunities, learning and discipleship programmes across the team
3. With others in the team, identify and develop the gifts of members and enable them to express confident Christian leadership in parish and community
4. Play a full part in weekly staff meetings and other team events, contributing to the wider mission and vision of the team.
5. The Associate Rector will be given the opportunity to take responsibility for and develop areas of ministry they wish to pursue, as agreed with the Rector.

KINGS NORTON TEAM MINISTRY

ASSOCIATE RECTOR

PERSON PROFILE

An ordained priest within the Church of England who has satisfactorily completed (or is shortly to complete) Initial Ministerial Education and is willing to continue in ongoing ministerial development.

Someone with experience of, or willingness to engage with, the challenges and joys of outer estates ministry.

Someone with a secure faith in God, who is seeking to grow in that relationship through prayer, study and shared ministry.

A confident leader and team player, who can build, nurture and equip others. You will be eager to disciple others and building community and releasing others into mission.

A confident and creative teacher who can communicate the love of God through: leading worship, preaching, pastoral care, leading occasional offices and working with community groups and agencies.

Competent IT user, familiar and at ease with the use of email and digital media.

Car owner with current licence. (Desirable but not essential)

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ASSOCIATE RECTOR

TERMS AND CONDITIONS – See Diocesan Profile for full details

1. Conditions – holiday, pension, training and stipend – are in accordance with those for Birmingham Diocesan clergy.
2. This office will be held under Common Tenure.
3. The post holder will be provided with a four bedroomed house in a pleasant location, near good local schools and amenities.
4. The appointment is subject to the successful applicant obtaining Enhanced Disclosure from the Disclosure & Barring Service.
5. The accommodation provided to the Assistant Rector will contain a room suitable to be used as a study.

Main Areas of Responsibility of the Team Members

Team Rector

Key Responsibilities

1. Provide oversight, vision and guidance for all aspects of the worship, ministry, mission, and governance and finance of KNTM. The Team Rector is chair of the PCC and attends DCC meetings.
2. Ensure the historic buildings and churchyard associated with the St Nicolas are adequately maintained and managed to a high standard and oversee all other properties associated with the KNTM.
2. Ensure all staff are adequately supported and regularly appraised with regular supervision and agreed goal setting.
3. Be a director of St Nicolas Place Community Interest Company (CIC) and ensure accountability and governance is of the highest standard
4. Chair the Governing Body of Hawkesley Anglican/Methodist School and be a co-opted governor at Kings Norton Primary School
5. Oversee relationships with civic and community groups and their relationship with KNTM
6. In the Diocese, the TR is an elected member of the Board of Education, an examining chaplain and a national advisor to the Bishops Advisory Panel.

Lay Minister

1. Responsible for the development and maintenance of clear vision, strategies and goals for work with children, young people and families across the team parish
2. Develops, plans and leads activities and worship for children and families, including midweek groups and youth provision
3. Develops outreach and new events for children and families, particularly those living on outer estates

4. Provides pastoral care of children, young people and families and the children's ministry team
5. Develops and leads the baptism preparation for families seeking the baptism of a child and the follow up of the families after the baptism has taken place
6. Plans programmes, leads and nurtures adults and children seeking confirmation
7. A full member of the ministry team, working collaboratively on shared goals and supporting wider ministries of the church as appropriate
8. Oversee Safeguarding (Child and Vulnerable Adults Protection Policy)

Methodist Ministers (Hawkesley)

METHODIST COLLEAGUES

The work at Hawkesley is split between two Methodist Presbyters.

Key responsibilities of the first are:

- Works as part of the parish team but with a focus primarily for Hawkesley Church, Hawkesley Anglican/Methodist School and its local community.
- Is jointly responsible for providing oversight, vision and guidance for all aspects of the worship, ministry, mission, and governance and finance of Hawkesley Church.
- The Methodist Presbyter jointly chairs the DCC and attends PCC meetings.
- Is chaplain to Hawkesley Anglican/Methodist School.
- To explore and build links in the community.
- Has other responsibilities within Birmingham Methodist Circuit.

The second Methodist presbyter is Vice Chair of the Governing Body of Hawkesley Anglican/Methodist School