

Role Description: Ministry Assistant

Hours: 25 hours per week paid + time for study

Salary: (£26,965 FTE; £13.83 per hour)

NEST pension scheme to which the church will make 3% (4% gross) contribution

Contract: Fixed Term - 1 year

Holidays: Equivalent of 5 weeks a year - plus usual bank holidays

Location: On site

Accountable to: The Vicar of St Paul's, Ireland Wood

We are currently unable to sponsor candidates without Right to Work in the UK. Candidates must have Right to Work in the UK to take up this role.

Purpose of the Role

The Ministry Assistant role is designed for someone exploring a calling to ordained ministry and seeking a broad, hands-on experience of parish life.

The post offers the opportunity to participate in the worship, pastoral, missional, and organisational life of the church, alongside structured theological training and ministerial formation through St Hild College to gain the foundation award (60 credits).

The role will provide a supportive context for discernment, growth in ministry skills, and deeper understanding of vocation within the Church of England.

Key Areas of Responsibility

1. Worship and Liturgy

- Assisting in the preparation and leading of services (including Sundays and midweek worship)
- Supporting the planning of liturgy and seasonal services
- Opportunities to preach or offer reflections where appropriate and under supervision

2. Pastoral Ministry

- Accompanying the clergy and pastoral team in visits to parishioners

- Supporting pastoral care structures within the church
- Helping to develop confidence in listening, prayer, and compassionate presence
- Opportunities to assist with funerals, baptisms, weddings, and other occasional offices

3. Discipleship and Teaching

- Supporting small groups, discipleship courses, and Christian formation initiatives
- Helping to plan and deliver teaching sessions (e.g., Alpha, foundations courses, youth teaching)

4. Mission and Outreach

- Participation in the church's outward-facing mission in the parish
- Supporting community partnerships, outreach events, and evangelistic initiatives
- Opportunities to explore areas of personal missional calling (e.g., youth, schools, social justice, church planting)

5. Ministry with Children, Youth, and Families

- Assisting with children's and youth ministry, including Sunday groups or midweek activities
- Building relationships with families and supporting intergenerational church life
- Potential involvement with local schools and community links

6. Leadership Development and Church Life

- Attending staff meetings, ministry team meetings, and relevant PCC discussions

- Gaining insight into the leadership and governance of a parish church
- Learning about vision-setting, team culture, and collaborative ministry
- Developing skills in communication and organisation within church life

7. Training and Study (St Hild College or Equivalent)

A core component of the role will be participation in structured training, likely through St Hild College. Course costs will be paid for by St Paul's.

Time will be protected for study and training commitments.

Supervision and Support

The Ministry Assistant will receive:

- Regular supervision meetings with the Vicar (typically monthly)
- Ongoing mentoring and feedback
- Support in vocational discernment, including engagement with diocesan processes if appropriate

Person Specification

Essential

- A committed Christian faith and an active devotional life
- A desire to explore vocation and a possible calling to ordained ministry
- A willingness to learn, receive feedback, and grow in confidence
- Good relational and communication skills
- Ability to work flexibly within a team and independently
- An openness to the breadth of parish ministry

Desirable

- Experience of serving in a church context (voluntary or paid)
- Some theological study or a desire to engage in formal training
- Gifts in areas such as youth work, pastoral care, teaching, or mission
- Potential interest in future ordination training

GOR - St Paul's Church Ireland Wood is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory DBS criminal record check and the offer of post is subject to this requirement being fulfilled and all references and checks being satisfactory.

There is a genuine occupational requirement for the holder of this post to be a Christian.