

Assistant  
Job  
DescriptionFINAL  
09.10.24

## Oct 2024 Parklands

<b>Job Title:</b>	Assistant Leader	<b>Job Category:</b>	Leadership / Pastor
<b>Location:</b>	Parklands Church	<b>Travel Required:</b>	Own Transport Required
<b>Level/Salary Range:</b>	£25-29k	<b>Position Type:</b>	Full-Time: 37
<b>HR Contact:</b>	Lead Pastor	<b>Author</b>	Eldership Team

<b>Applications Accepted By:</b>	

<b>Job Description</b>
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### **1. Overall responsibility:**

We are looking for a passionate Assistant Church Leader to help us **move forward in our season of growth** within the Church. Working closely with the Senior Leader and Eldership Team to collectively deliver the vision of Parklands Church (PC), they will model the values and practices of PC.

Specifically, we would like our Assistant Leader to take a **key role within supporting growth plans within the Sunday program and discipleship, pastoral care and a specific support focus for Young Adults and Youth,**

They will take responsibility for:

- Helping deliver change and growth plans;
- Supporting the Sunday services;
- Serving as a key communicator for PC;
- Developing the Youth Team and Young adult ministries within the Church
- Pastoral support of church attenders, ensuring spiritual health and growth;
- Supporting new expressions of Church and Church plants.

### **2. Key tasks and responsibilities**

#### **2.1 To lead and inspire**

- Communicates and models PC's vision, mission and values clearly, passionately, powerfully and creatively — with staff, leaders, and attendees.
- Alongside the Senior Leaders and Elders Term, is responsible for the spiritual health and growth of the church, bringing the community progressively to a high and sustained standard of spiritual maturity.
- Key in modeling and developing the church-wide culture and atmosphere, while remaining sensitive to the generations, community and cultural differences in society.
- Motivates and inspires healthy teamwork, good communication and mutual respect both in and between the various teams.

#### **2.2 To be led by the Holy Spirit**

- Allows the Holy Spirit to direct all aspects of ministry and corporate worship.
- Facilitates the process of listening and responding to the leading of the Holy Spirit.

#### **2.3 To focus on members' individual growth and development through ministries**

- Support the senior leader in key discipleship programs and their implementation. With a key focus of transformation through the journey not just the 'program'. Specific Areas of responsibility for Youth and Young Adult Work.
- Supports the elders with the pastoral care and development of the worship team
- Supports pastorally, practically and prayerfully, those in need of mentoring
- Models team and develops teams within the Church. Encouraging participation with the goal of seeing the spiritual growth of all members.
- Helping deliver training/equipping opportunities for our ministry teams so that they are, and feel, equipped to fulfill their responsibilities with confidence.

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### 2.4 Be a passionately outward-focused disciple-maker

- Being a witness of faith and active in sharing it.
- Having a passion for the generations, particular older teens/students/young adults
- Exploring ways to grow the Church and its missional program.
- Consistently communicates the salvation message as part of their teaching.
- Equips people to make disciples so that **they can** make disciples.

### 2.5 Teacher and communicator

- Teaches within ministry's, in ways that are practical, relevant, and understandable for a diverse audience.
- Schedules regular personal study time to keep spiritual depth and Biblical insight, and regularly seeks God's will and direction for teaching that is needed by the church.
- Maintains the integrity of Biblical interpretation in curricula, messages, and all church ministry areas.

### 2.6 Supporting the Senior Leader in:-

- Development of youth and young adult ministry teams where needed.
- Supports the Worship Team, with a key in developing future worship team members.
- Supporting the senior leader and pastoral team in caring for the Church

## 3. Personal Profile

### 3.1 Essential qualities

- Spiritually mature, Spirit-filled Christian with a track record of Christ-like behavior and character.
- Passion for God, His Church, and the local community (including churches of other denominations).
- A champion of "Unity" (Psalm 133).
- A discerning person devoted to prayer and worship.
- In accountable relationships with mentors and other Christians.
- Spiritual gifts of leadership and teaching.
- Emotional and relational intelligence.
- Effective problem solver; skilled in healthy conflict-resolution.
- Effective collaborator; team player and team builder.
- Encouraging, motivating, clear and effective communicator.
- Meets character qualifications of 1 Timothy and Titus.

### 3.2 Skills & Experience

- Familiar with and embraces Parklands Church values.
- Professional ministry experience
- Strategic thinking and execution in progressive development of a church or network of churches / ministries.
- Team leadership skills
- Proven experience in conflict resolution, and people management.
- Good English language skills.
- Good level of IT competence.
- Suitable training in biblical studies, ministry / leadership.

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Reviewed By:	Eldership	Date:	
Approved By:		Date:	
Last Updated By:	Eldership	Date:	