

## **Associate Pastor - Jubilee Community Church East Grinstead**

### **Introduction**

Jubilee Community Church (JCC) East Grinstead is a Newfrontiers church (part of the Newground Sphere) of 330 adult members with a community strength of about 450. A community of Christian witness in the town for over 200 years, JCC has grown significantly over the last decade. In July 2007 the church bought and then refurbished an industrial warehouse complex which now houses the church when it gathers and operates as Jubilee Community Centre. The centre serves 3000 local people a week with a host of learning, business and community activities. Jubilee is part of the Evangelical Alliance and Churches Together East Grinstead. JCC is a charismatic evangelical church with a desire to serve the Kingdom of God in their neighbourhood, their nation and the nations.

Jubilee Community Church is looking to appoint an Associate Pastor to join their staff from September/October 2016. The role would suit someone with a pastoral gifting, and a calling to the Ephesians 4 v 12-13 role of a pastor, to 'equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.' The successful applicant would have a heart for the Kingdom mission of the local church, a love for people and a desire as a leader to see others reach their full potential in God.

The successful applicant would need to become a member of Jubilee Community Church as well as a member of the staff team. It is essential, therefore that they share our vision and values which can be found on our website [www.jcceg.co.uk](http://www.jcceg.co.uk). They would need to fully engage with our local church vision to see "More people, more like Jesus, in our neighbourhood, our nation and the nations".

### **Application Process**

Candidates are invited to apply by sending a CV and letter of application containing a personal statement outlining why they would like to be considered for, and what they would bring, to the post. The letter of application should include specific references to all of the essential qualities listed below and identify relevant gifting and experience. The letter should be no longer than two sides of A4.

- Closing date for application: Midday on Friday 3<sup>rd</sup> June
- Shortlisting: Wednesday 8<sup>th</sup> June
- Interview day: Saturday 18<sup>th</sup> June

The interview day will include a tour of the Jubilee Community Centre, two formal interviews lasting 20-30 minutes each, and a 5 minute presentation on a bible verse of the candidates choosing.

Detailed timings for the day will depend on the number of candidates selected for interview and will be sent to the all interview candidates on Thursday 9<sup>th</sup> June. Candidates should make sure they can be available for the whole day on the 18<sup>th</sup> June.

Candidates should send their application **FAO Hannah Baptist** by email to [hannah@jcceg.co.uk](mailto:hannah@jcceg.co.uk) or by post to:

Jubilee Community Centre  
Charlwoods Road  
East Grinstead  
RH19 2HL

**Job Role**

It is anticipated that the successful applicant will spend approximately 60-70% of their time doing the Key Tasks of an Associate Pastor as outlined below. The remaining 30-40% of their time will be spent on other matters depending on their individual gifting, the church's current requirements and God's call on their life.

**Key Tasks of Associate Pastor – 60-70% (approx.)**

- Oversight of the JCC small group network, including maintaining the profile of small group life across the church in line with the JCC vision
- Training leaders and being the first point of contact for group leaders and Cluster overseers
- working with the Head of Administration and Logistics to keep accurate records and work towards a target of 90% of JCC members being involved in a small group
- Direct management of and involvement in JCC's crisis pastoral care, including leading a pastoral team, hosting and administering regular pastoral meetings, liaising with and involving eldership team when required
- ensuring that life events are supported (such as births, deaths and marriages)
- ensuring consistent follow up of all responses to the gospel,
- Ultimate responsibility for Connect process, including ensuring that all guests are followed up, hosting welcome lunches at JCC, leading Joining the Church courses and connecting new people with serving teams and small groups,
- Oversight of Sunday morning welcome teams,
- Ensuring that all integration communication is up to date and well run, such as the annual magazine, Connect forms and the website,
- Co-ordinating the integration of new people through both transfer and salvation,
- Direct management of pastoral care structure on behalf of the eldership team,
- Oversight of the Safe-Guarding Policy and an Inclusion Policy for vulnerable adults,
- Development and oversight of a prayer ministry team for Sunday mornings, recruiting and overseeing the training of new volunteers,
- Working with other members of staff to facilitate the involvement of the wider church in caring for all generations.

**Other areas of gifting – 30-40% (approx.)**

This balance of the role will depend on the successful applicant's particular area of gifting and calling alongside the churches current requirements. This will be flexible depending on the right candidate, but the following is a list of other aspects of church life which also require support in the near future:

- Communications – website, e-news, general communications with the church and wider community,
- Worship – working with the existing worship team to review and develop our worship at JCC,
- Sunday mornings – review and oversight of Sunday mornings,
- Facilitating and supporting the way JCC equips the saints and develops leaders.

Candidates should be aware that the nature of church life and growth requires a high level of flexibility in all staff roles.

### Personal Attributes

The successful candidate must have and/or be willing to learn and develop the following personal attributes:

Essential qualities	Desirable qualities
<ul style="list-style-type: none"> <li>• A clear sense of calling to leadership, together with a proven track record of experience in leading both projects and teams, A passion for people of all ages to explore and grow in faith,</li> <li>• The ability to effectively lead teams and manage people, and handle conflicts within a team if required,</li> <li>• A team player, with an ability to work collaboratively with volunteers and other members of staff,</li> <li>• Awareness and experience of good practice in pastoral care and counselling,</li> <li>• The ability to communicate clearly with a wide range of people, both orally and in writing/via email,</li> <li>• The ability to identify own Continuing Professional Development requirements and opportunities,</li> <li>• Excellent interpersonal skills,</li> <li>• The ability to work independently yet be accountable,</li> <li>• The ability to take an overview and plan strategically to achieve goals,</li> <li>• Good time management and the ability to work under pressure or to a deadline,</li> <li>• A strong personal devotional life,</li> <li>• Ownership of JCC vision and values.</li> </ul>	<ul style="list-style-type: none"> <li>• Basic computer skills such as the use of Microsoft Word, Excel, Access and Outlook,</li> <li>• An awareness of social media,</li> <li>• Qualifications in counselling or pastoral care related subjects.</li> </ul>

### General Staff Engagement

- Attendance at staff meetings,
- Attendance at weekly staff lunch each Monday,
- Frequent attendance at staff coffee,
- Participation in staff training events,
- Regular attendance at JCC Prayer meetings.

### Other requirements

- An Enhanced DBS check will be required,
- The successful applicant will be required to become a member of Jubilee Community Church,
- This post has a Genuine Occupational Requirement (GOR) that the appointee be a committed Christian and has a lifestyle consistent with the Christian faith.

### **Line Management**

The successful applicant would report to the eldership team with direct line management accountability to the lead elder. They would also have peer accountability as part of the wider team and line management responsibility of staff and volunteers in their area.

### **Expected hours – 42 per week**

Working week to include a full day on a Sunday including attending both the 9am and 11am services, and at least one evening commitment each week. Non-working days will be Saturday and one other day throughout the week to be discussed with the staff team (excluding Mondays).

### **Salary range**

£27,000-£33,000 depending on experience