

*Growing an international community to reach a multicultural society for Christ*

## **Job Description – Minister (Pastoral & Discipleship)**

### **1. All Souls Today**

In the heart of London's West End All Souls is a conservative evangelical Anglican church with a large and diverse congregation. We seek to use our rich heritage, our exciting location and international fellowship in the extension of Christ's Kingdom. Our vision is to grow an international community to reach a multicultural society for Christ. All Souls welcomes over 2,000 people to its morning and evening services each Sunday, with a core membership of around 1,500. This membership is made up of around 60 nationalities and, whilst a significant group are in their 20's and 30's, we have a wide spread across all age ranges, expressed in our student, children, youth and families work. Part of the nature of being a church in the centre of a fast-moving capital city is the constant turnover of the congregation (perhaps as much as 70% every three years). We see this as a great opportunity, sending Christians on better equipped through their time at All Souls to serve Christ across the world. However, it also presents us with challenges as we seek to welcome, build fellowship and serve one another, reaching out together to our city and world.

For further information about the whole range of All Souls activities and the staff team, please refer to our website: [www.allsouls.org](http://www.allsouls.org)

### **2. The Role**

As part of the wider Ministry Team working under the overall leadership of the Rector, the Minister (Pastoral & Discipleship) will work with the Minister (Fellowship Groups) and the Director of the All Souls Counselling Service in the Adult Discipleship Team led by the Associate Rector (Discipleship).

The role comprises two elements: **pastoral care** and **discipleship**.

#### **Pastoral Care**

- The provision of pastoral care of the church family, with a particular responsibility for women
- The training and support of church members involved in areas of pastoral care
- Some of the pastoral visiting of the sick and housebound

#### **Discipleship**

The post-holder will, under the Associate Rector (Discipleship), share in:

- Raising the profile of discipleship and service, especially among new partners in church
- The recruiting, training and pastoral care of leaders of our year-long discipleship group, *Springboard* with a particular responsibility for female leaders
- The preparation of *Springboard* materials and share in the upfront teaching during *Springboard* meetings

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The Minister (Pastoral & Discipleship) is expected to play a full part in the life of the staff team and the church. Start date for this position is negotiable, but preferably as soon as possible.

### **3. The Person**

We are looking for someone who is:

- a committed conservative evangelical Christian in full sympathy with the aims and values of All Souls Church ministry, having a regard for the supreme authority of the Bible and a desire to communicate the truths contained therein
- a disciple wanting to know Christ more and grow in grace, obedience and Christlikeness themselves
- a team player and a hard worker with a servant heart and who loves people
- committed to the importance of small groups in the life of the church and with a vision for developing effective discipleship and pastoral care through these groups
- experienced in and with gifting in the pastoral care of women
- experienced in and with a vision for training others in the provision of pastoral care
- experienced in and with a gifting in discipleship training through upfront teaching, in small groups and 1-1
- experienced in the preparation and delivery of teaching and small-group Bible-study material and in the training of small-group leaders
- aware of the issues faced by those living and working in an international city
- experienced in working within a cross-cultural or multicultural context and committed to helping others grow as members of God's international church
- able to communicate in English effectively both orally and in writing, with excellent interpersonal, administrative and IT skills

### **4. Principal Responsibilities**

#### **Pastoral Care**

#### **4.1 The provision of pastoral care of the adult church family, with a particular responsibility for women**

- a. Encourage understanding that the provision of basic pastoral support at All Souls is through our network of Life Groups (small groups)
- b. Work with other staff and lay leaders in the provision of pastoral care of women in the church family
- c. Provide pastoral support to individuals within the church requesting help with a variety of issues as needed

#### **4.2 The training and support of church members involved in areas of pastoral care**

- a. Work with other staff (in particular the Minister (Fellowship Groups) and the All Souls Counselling Service) in the provision of pastoral training initiatives where appropriate

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- b. Work with the Ministry Team in the support of church members involved in areas of pastoral care as required

#### **4.3 The pastoral visiting of the sick and housebound**

- a. With other staff, share in the pastoral visiting of the sick and housebound
- b. Link with Club Care (based at the All Souls Clubhouse) in the pastoral care of the parish

### **Discipleship**

#### **4.4 Raising the profile of discipleship and service, especially among new partners in church**

- a. Work with other staff and leaders to raise the profile of discipleship and service especially among new partners in the church
- b. Use opportunities for meeting newcomers to All Souls to introduce the ministry of *Springboard*
- c. Motivate and facilitate opportunities for service among members of *Springboard*

#### **4.5 Recruiting, training and pastoral care of *Springboard* leaders, with a particular responsibility for female leaders**

- a. Identify and train *Springboard* leaders, helping them, in turn, to identify and train *Springboard* members to become disciple-makers
- b. Coordinate and lead the provision of ongoing pastoral support of both female leaders and female members of *Springboard*
- c. Share in the leadership of the weekly, monthly and termly *Springboard* team-training meetings

#### **4.6 Preparation of *Springboard* materials and the upfront teaching during *Springboard* meetings**

- a. Share in the review and development of appropriate *Springboard* discipleship materials, consistent with the overall vision of the church
- b. Share in the planning, leading and teaching of *Springboard* meetings
- c. Coordinate and collate information on progress made by each *Springboard* member towards the attainment of *Springboard* aims and goals

### **Broader ministry responsibilities**

As a member of the staff team, to:

- a. Help the church to grow into a genuinely international community, which reaches out to a multicultural society
- b. Commit to pray regularly for the work of All Souls, including other members of the staff team
- c. Be an active member of All Souls, including attending services and fortnightly prayer gatherings
- d. Attend regular staff meetings and events
- e. Be a key holder for the church buildings and provide backup for security purposes
- f. Participate in annual appraisal of one's personal role and ministry in the organisation

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- g. Participate in personal and professional development opportunities as agreed during your appraisal
- h. Participate in wider team development as recommended by your line manager and/or Rector
- i. Undertake other duties as may be required from time to time by the Rector

## **5. Details**

### a. Hours

This is a full time job based on a six day working week. Hours will be flexible, including evening and weekend work. One whole day off each week is given. Annual leave is six weeks a year, to be taken at times agreed with the Rector. Staff are encouraged to make full use of days off and annual leave.

### b. Salary

The salary is £25583 (inclusive of London Allowance)

### c. Housing

In accordance with All Souls housing policy the post-holder's remuneration will include housing provision (housing, utilities and council tax) or a housing allowance. This will be confirmed by the church in discussion with the post-holder prior to appointment.

### d. Safeguarding

Conditional offers will be made pending the successful completion of an enhanced DBS check which will be processed by All Souls.

An annual allowance for study books (£250) is also offered. In addition, the church will pay a contribution towards removal expenses, depending on the post holder's personal situation.

## **6. Application details**

### a. Applications should include:

- a. A completed application form
- b. A CV
- c. A statement explaining why the role is of interest to you and why you are suitable for the position.
- d. An example of small-group Bible study questions you have written on either an Old Testament or a New Testament passage.

**All Souls Church, Langham Place**

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Website: [www.allsouls.org](http://www.allsouls.org)



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- b. Application closing date: 28th February 2019
- c. Interviews: early March (first interviews); tbc (2nd interviews)
- d. Please submit completed applications to: [recruitment@allsouls.org](mailto:recruitment@allsouls.org) or by post to:  
Recruitment, All Souls Church, Langham Place, 2 All Souls Place, London W1B 3DA
- e. For all queries, please email: [recruitment@allsouls.org](mailto:recruitment@allsouls.org)