

**Associate Vicar based at St Pauls, Letchworth**

**With All Saints Willian and St Mary’s**

St Paul’s is a “mixed ecology” church where traditional forms of worship co-exist with fresh expressions and new communities. During the pandemic we streamed live services which enabled not only those who would normally attend in person to worship, but those in care homes, those with physical disabilities and those who wouldn’t “darken the door” of a church. We continue to live stream and will do on a permanent basis. Our online attendance has been as many as 2000 “clicks to play” and an average of 800 per week. What is encouraging is not the numbers themselves, but the impact the streaming is having on our church now restrictions are lifting as people who found us online are joining in person. Many of these people state the online offering as the reason they were able to gain confidence and cross the threshold. This has resulted in our demographic broadening. We rejoice that all are welcomed and able to hear the good news of Jesus. Over the previous three weeks we have had more than 100 different children attending worship.

We have taken the decision to appoint an Associate not because we need help reaching new people, it is the support and retention of these people alongside our existing church family which we hope to mitigate through the appointment of an Associate to have a care for the Care, Outreach and Discipleship columns of our framework, which is a diagram showing the overall structure of leadership and management. The next page contains the framework which demonstrates how this new post will fit into our overall strategy and vision which is to “Show the Light and Love of Jesus for All” of the church, including growth. The Associate Vicar will invest in our growing church family, not only by way of pastoral visits and support, but by growing and training the teams we need to strengthen this work. The Associate Vicar will help us to “close the back door” and prevent people leaving when their needs are not met. The Associate Vicar will not be doing all the work of pastoral care and discipleship directly ,although it will be a blessing for many to have another minister available for acute need such as end of life care, but rather raising up and investing in the lay leadership of the church. This may include termly Home Group and Connect Group leaders training and social events, training and releasing new leaders in the running of Alpha Courses. We intend to form a Bereavement Team, a Baptism Visiting Team and a Home Communion Team, which we are currently unable to do. Identifying skills within the congregation and engaging them in serving in the church will form a large part of the role.

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| **The Vicar with the support of the PCC** |
| **Vicar**  | **Associate Vicar** |  | **C&F Worker****Youth Worker** | **Administrator** |  |  |
| **Worship** | **Care** | **Outreach & Discipleship** | **Social Justice** | **Children and Young People** | **Administration and Fabrics** | **Communication and AV** | **Prayer** |
| **Sunday Services** 8am10amSIX:30Altogether ServicesMorning WorshipEvening WorshipMid-week communion**Special services** Care Home ServicesHoly WeekBaby Loss Awareness Remembrance Advent Schools Celebration**Occasional Offices**BaptismWeddingFuneralInternmentSung Worship Bible ReadingSidesmenSacristansLay leaders | Gateway (older people) Luncheon ClubLifts to church Baptism teamEnd of life careBereavement supportHome Communion Visiting the sick Meals | Alpha CoursesHome Groups Connect GroupsFamily Cinema afternoonsFun Day Open Church ProjectNew-comers Team Giving Sunday Stewardship MUMen’s Ministry Women’s Ministry Church HolidayWho Let the Dad’s Out | Mission Partners Community CaféMake Lunch Uniform BankFood Bank  | Sunday GroupsMessy Church Babies GroupsToddler GroupsHoliday ClubMessy Church in SchoolsEaster Journey Christmas Journey School AssembliesImpact Youth The LoungeJSD Light party Mentoring Bridgwater Egg Hunt  | RotasOccasional OfficesSpecial EventsHealth and Safety Safeguarding ChurchsuiteHall bookings Electoral Roll Diocesan returns Diocesan inspectionsMaintenance Grounds tidy Spring CleanEco-churchKitchen managementCCTVRoof alarmCleaning contractAd hoc contracts (trees, roof repairs etc) | Comms policy and guidelinesRolling noticesVerbal noticesNotice boardsInside St Paul’s emailsService sheetsPhotography WebsiteSocial MediaBrandingExternal signageChristmas CardWelcome PacksBaptism PacksLive streaming on SundaysStreaming of special services | Responding to prayer requestsPrayer ministry in servicesPrayer TripletsIntercessionsJoint Churches Prayer EveningsPrayer and FastingEngaging prophetic voicesPraying for specific ministriesDiscerning and appointing to prayer teams |

The columns identify the breakdown of ministries and who is currently holding overall responsibility for these ministries.



**A Part time Associate Vicar for St Paul’s Letchworth**

**Job Description**

St Paul’sis a vibrant Anglican church within the Diocese of St Albans, with a vision to *Show the Light and love of Jesus for All.* St Paul’s is a thriving and growing church family, our sister churches All Saints, which is also experiencing growth, and St Mary’s are places of deep spirituality, rich in prayer.

**The purpose of the role** - This role is being created to retain the growth we are experiencing, deepening the friendship and discipleship of the congregation and expand our capacity for mission into the local community.

**Reporting to** - the Vicar

**What the Associate Vicar will be doing –** The candidate will be fully involved in the life of St Paul’s and of the staff team taking forward our vision. The candidate will have a particular responsibility for the Care and Discipleship columns of our Framework through:

* Seeking to recruit, train, equip and encourage the many lay leaders at St Pauls
* Leading, preaching and presiding on Sundays, strengthening the teaching of the church
* Occasionally leading, preaching and presiding at All Saints
* Leading Alpha courses and having oversight for the strategy of this key ministry
* Expanding and developing the mission of the church in the local community working closely with the Love in Action Team
* Building community through our many mid-week ministries
* Deputising for the Vicar in her absence regarding pastoral and ministry decisions

**When and where you will be doing it –** This is a part time, (Sunday, plus two days per week), five-year contract, with 15 days holiday which could include 6 Sundays per year. A 50% housing allowance will be provided and 50% stipend. There is an expectation that you will work Sundays and all major days in the church calendar including Christmas, Holy Week and Easter Sunday as well as Holiday Club, Fun Day, Christmas and Easter Journeys and the annual church family holiday.

**Support you will be given –** Bi-monthly meetings with the Incumbent. Ministry Team meetings once per month. We would encourage you to make use of the SIM scheme the Diocese offers and to have a Spiritual Director.

**Confidentiality** – The Associate Vicar will never pass on personal information, except to the Vicar where appropriate, unless there is an issue of safeguarding concern (for example, allegations of abuse or concern about self-harm). Safeguarding issues must always be reported to the Parish Safeguarding Officer and/or the Vicar and in an emergency where there is immediate concern about harm, to the police or social care services.

**Knowledge and Education –** The appointed candidate will have a minimum of a Diploma in Theology and be an ordained Anglican priest.

**Skills and personal qualifications –** The candidate will;

* Have a passion for the least and lost, and those outside the church
* Be open to the gifts of the Holy Spirit and encourage others in these gifts
* Bea self-starter who is able to pioneer and initiate mission
* Be able to communicate clearly and creatively both verbally and in the written word
* Work well within a complex team of employees and volunteers with grace and patience
* Be able to lead effectively, think strategically and plan carefully
* Have a passion for preaching and expositing the Word of God
* Value the Eucharist
* Have excellent interpersonal and relational skills, enjoying laughter and fun!
* Be prepared to play a full part in the life of the congregation and staff team
* Be willing to do the unseen but vital pastoral roles such as sitting with the dying and administering Home Communion
* Be willing to challenge and encourage people in stepping out of their comfort zones into leadership
* Be able to work under pressure without losing patience or perspective

**Experience –** The candidate will have;

* Completed curacy and ideally have life experience outside of church training and employment
* Experience of successfully leading new mission initiatives within the life of a church
* Experience of effective identifying, equipping and training new leaders in the church and of bringing change and challenge to church communities

**Availability –** We will wait (within reason) for the right candidate, but the ability to start soon would be beneficial.

**This post is subject to a Disclosure and Barring Service and identity check.**

St Paul’s Letchworth with All Saints Willian and St Mary’s Old Letchworth is committed to safeguarding and promoting the welfare of all those who are vulnerable. We expect all of our staff and volunteers to share this commitment.

**The Finances**

We are looking to appoint a part time Associate Vicar on a 5-year contract at 50% of the National Minimum Stipend of £25,265 per annum, (£12,632.50).This figure is derived from the 48th Report of the Central Stipends Authority, published by the Archbishops’ Council in 2020[[1]](#footnote-1). The Associate will receive a 50% housing allowance in lieu of housing provision.

Our intention will be to renew the contract after the end of the five years trusting that the arrangement continues to work well for both parties.

1. <https://www.churchofengland.org/sites/default/files/2021-04/Central%20Stipends%20Authority%20%28CSA%29%20Report%202020.pdf> [↑](#footnote-ref-1)