

## **Job Description - Lay Assistant**

### **Trinity Methodist Church**

[www.trinitymethodist.org.uk](http://www.trinitymethodist.org.uk)

We are a busy and active, bible believing, spirit led church with a membership of 250 led by an energetic and enthusiastic minister.

In 2005 we redeveloped our ancillary premises which includes new halls. These are used by many groups including our own Christian pre-school, by the church family and the wider community. It also provides us with a “welcome café” which is open 6 days a week. We currently have outline plans for the redevelopment of the main church building and are actively fundraising for the project.

Our Sunday worship includes a traditional 9 am service, a more lively 10:45 am service with a worship group and a 6:30 pm service which explores different worship styles.

For details of our many church based activities please visit our website.

Key areas that we want to develop in are:

- Our family, children’s and youth work,
- Our outreach to families and other members of the community,
- Our evangelism strategy.

### **Key responsibilities**

Your role will be to work with the minister and leadership team in developing strategies, to inspire the church and assist in helping us to grow in Christ and flourish spiritually. With the help of God we hope to therefore be more effective in achieving our Vision – *To love Jesus more dearly and show Jesus more clearly.*

The wide ranging role is as much a “hands on” position as a management role helping us to develop the following areas:

- Our youth work, both Sunday and mid week groups from ages 5-18
- To develop a focus for those aged 18-30
- To communicate with the many groups using our facilities introducing them to Christianity and encouraging participation in church life.
- To develop relationships with local schools.
- To assist the church with its outreach and evangelism.
- To manage and develop the role of ‘year out ‘students in order to create a meaningful and sought after role for the future.

The above is designed to provide an indication of the role not a rigid formula. Any applicant will need to recognize that the role may change to meet the needs of the church family and to enable the best use of the skills of the Lay Assistant.

### **Management structure**

The church is led by the Minister and the Leadership Team (Stewards) who will draw together a management team. This team will be responsible for the day to day and longer term management of the role.

We would encourage the successful applicant to seek out a suitable mentor, ideally from within the church family.

### **Personal Qualities**

- A committed Christian
- A commitment to share God's word
- Evidence of Youth work experience (ideally a qualification)
- Good and effective relationships with adults and children
- Evidence of working effectively in teams and of the ability to self motivate.
- Evidence of motivational leadership and people management skills.
- Good listening skills and the ability to communicate effectively.
- A knowledge and awareness of equal opportunities.
- Excellent organizational and time-management skills.

### **Working hours**

The role is 37.5 hour per week and such additional hours as may be required for the proper performance of your duties. Payments for additional hours are not made for this role. You must be flexible as you will be expected to work in the evenings and at weekends as necessary.

### **Terms and Conditions**

One year contract initially with a view to extending to 3 years.

Salary; Attractive package - depending on qualifications & experience.

Holiday 20 days + Bank Holidays.

Training given.

Any appointment would be subject to satisfactory references, including Enhanced CRB Disclosure. In addition all applicants will need to demonstrate that they are entitled to work in the UK to comply with the Asylum and Immigration Act 1996