



St Martin-in-the-Fields

Pastoral Assistant Application Pack

End date – 08 April 2019

Who we are

St Martin-in-the-Fields is a unique configuration of cultural, charitable and commercial initiatives rooted in the life of a vibrant Church of England congregation. Our vision is *At the heart. On the edge*. This declares that we see ourselves at the heart of London, through our location on Trafalgar Square, and of the nation, through our 500-year links with the royal family, and also of the church, through our national profile gained through nearly a century of broadcasting and our flagship role in social issues – but also appealing to the heart through our long tradition of choral and classical music and our reputation for compassion gained through a century of engagement with poverty and destitution. It also names our calling to be on the edge, not just of Trafalgar Square but alongside those on the edge through being excluded, ignored or oppressed by society or church, and on the cutting edge of innovation in culture, commerce, charity and congregational life.

About the team

The life of our community is rooted in the discipleship, ministry and mission of our Church of England congregation.

- Discipleship refers to the ways we meet the God of Jesus Christ and seek transformation by the Holy Spirit to become more like Christ each day.
- Ministry refers to the way we build one another up as one body in Christ.
- Mission refers to the ways we meet God beyond the church in the face of the stranger and the outcast, in work and school and neighbourhood.

Everything we do is some form of discipleship, ministry and mission.

About the role

This is an interesting, wide ranging and supporting role requiring a broad range of skills. You will be working closely with Clergy, congregation, office admin, verging team, events, catering, concerts, retail teams, contractors and others. Therefore, excellent communication and relationship building skills are a key part of this role, as well as an ability to be pastorally sensitive in all communications.

This role will focus on the ministry taking place at St Martin's, working with the clergy to develop and help lead study courses, outreach to marginalised groups, and participatory liturgy and worship. It will also involve taking part in the worshipping life of St Martin-in-Fields, with the opportunity to share the life of the Nazareth Community, a gathered community, committed to a life which includes, silence, sacrament, scripture, and service and sharing. This is an exciting and inspirational programme offering two people a unique chance to share the life of this church.



Working at St Martin's

- **Based at** - St Martin-in-the-Fields, Trafalgar Square, London
- **Working pattern** - Five regular days each week: Sunday – Thursday
- **Salary** - £22,000 per annum, plus workplace pension
- **Term** – one year (1 September – 31 August 2020)

- **Holiday Entitlement** - 25 days per annum, plus 8 bank holidays
- **Perks** - Free filter coffee and tea throughout your working day, 20% discount in the Café in the Crypt/Courtyard, Shop (excluding books) and limited concert concessions
- **Notice period** – 1 month

Job Profile

1 Congregational Life

Bread for the World

- Responsible for the set up and coordination of those taking part with clergy lead
- Prepare the liturgy and logistics each week, in coordination with the volunteers, to ensure the smooth running of the evening
- Liaise with the café, weekly groups, clergy and music team in preparation for the service
- Support clergy with 10.00 am Parish Eucharist by organising the readers rota, and the children's involvement as readers, acolytes and servers

Sunday International Group

- Coordinate volunteers and weekly registration
- Support and work under the Associate Vicar of Mission to coordinate and run this group, with weekly teams of volunteers
- Assist with the weekly administration and be involved in the planning of training, activities and other related programs

Children and Young People's Ministry

- Lead in the development of this area of ministry
- Take on the role of Children's Champion
- Devise and lead a weekly Children's faith education programme for Sunday mornings
- Develop the involvement of children and young people in liturgy
- Help to set up, train and supervise a lay group to assist in children's ministry on Sunday mornings
- Run the children's confirmation classes with appropriate resources
- Provide faith education resources for the Crèche programme, under 4 age group
- Explore group visits/events for the 13+ age group

2 Groups

- To assist in the development of community and outreach care through support for groups
- With the clergy be responsible for organising Club Wednesday, a monthly group for the older members of the congregation
- Coordinate activities and be responsible for the Leadership Group for Open Circle
- Assist in the formation and life of the Nazareth Community, participating in Silence, Service, Sacrament, Study and Sharing

3 Education

- Assist in delivering and supporting Education and other similar events
- Become a member of the Education Committee and support with the preparation, set up and running of the Autumn and Lent Education Programmes and Away Days or Weekends

4 Liturgy and Worship

- Attend morning prayer on days when at St Martin's
- Be on the rota for Morning Prayer
- Be on the for chalice assistant especially for Wednesdays
- Help coordinate volunteers and members of congregation taking part in liturgies
- Link with young people in Chinese congregations for joint services and events
- Assist with liturgical/verging/stewarding duties as and when required e.g. for special services
- Support clergy with 10.00 am Parish Eucharist by, organising the readers rota, and the children's involvement as readers, acolytes and servers

5 Organisation

- Administrate and organise aspects of parish church life
- Provide the clergy office with support as and when required
- Assist with the preparation of liturgies and communications material
- Assist with researching and preparing communications for services and church events

6 Study and Training

- Meet regularly with other Sheppard Scholars for Theology Study Programme with Revd Dr Sam Wells
- Link in with the London Diocese Two Cities Pastoral Assistants scheme, attending regular monthly meetings
- Get involved in activities across the whole of St Martin's, including induction, training and whole site meetings

7 This is not an exhaustive description of the duties. Aspects will change over time and the jobholder is expected to contribute to the role's development and progression.

Who we are looking for

We are looking for an enthusiastic, highly efficient, proactive person to join us. And who is:

- **Passionate** about creating a welcome and open place
- **Creative** in finding solutions
- **Hardworking** and who can take the initiative to get things done
- Self-starting, excellent at **organisation** and calm under pressure
- **Friendly** and able to work in a large and varied team
- Approachable, **welcoming** and supportive
- Committed to building diverse and **inclusive** Christian community
- Inspired to spend a year helping others, **learning** from others and empowering others



Person Specification

Essential:

- Be confident in dealing with a wide range of people
- Produce accurate and timely work
- Be able to lead small groups
- Be able to think ahead and plan
- Computer literate (Microsoft Word, Excel and Outlook)
- Have a good working knowledge of church

Desirable:

- Have experience in organizing many aspects of church life
- Have experience of delivery talks and training

Additionally you will need to:

- Have excellent customer service skills
- Have a professional attitude
- Have a DBS done by us before you can begin working fully

How to apply

To apply for this post, please email the following to hr@smitf.org by 9.00 am on 08 April 2019:

- a supporting statement, explaining why you believe you can do this role
- a comprehensive CV detailing your relevant achievements in each role, and including details of two referees, one of whom should be your current or most recent employer

If you would like to chat about this role, please call a member of the Human Resources Team on 020 7766 1101/1119.

Interviews will be held on **07 May 2019**.