

Grace Community Church (Maidstone)



Role: Pastor/Senior Leader
Appointment: Full time
Responsible to: Church Leaders Team and Trustees

PURPOSE: As the full time, salaried leader serving the church the Pastor/Senior Leader's role is to direct the affairs of the church and to bring leadership, teaching, vision and pastoral care to the church with the Church Leaders team.

Principal Responsibilities -

- The pastor will have overall responsibility for providing effective, biblical leadership of the church;
- Ensuring the church's purpose, values and vision are clearly defined, communicated and understood;
- Ensuring the spiritual health of the church and guarding the sound teaching and doctrine of the church;
- Providing pastoral care for the church;
- Planning, delivery and oversight of the teaching programme across the church. The pastor will provide the majority of the preaching for the main Sunday meetings;
- Overseeing and working with team/department representatives and other group leaders as they carry out their ministries and responsibilities;
- Directing the affairs of the church;

Further Responsibilities -

- Maintain relationships with other organisations, including but not limited to, Assemblies of God, the wider church in Maidstone, Family Trust, local schools;
- Oversee and be responsible for the appointment of Trustees, church leaders and other roles, whether paid or voluntary;
- Overall responsibility for church events and programmes (outreach initiatives, overseas mission)
- Oversee the development of any new initiatives or programmes that are run in accordance with the church's vision and values;
- Mentoring and discipling emerging leaders. Providing training as appropriate;
- Handling matters of conflict and church discipline.

Administrative Responsibilities -

- Together with the Church Leaders team and Trustees, ensure all necessary policies are in place, maintained and adhered to (e.g. Safeguarding, Complaints, etc.) and that the church complies with all relevant legislation and statutory regulation;
- Ensure the day to day operational management of the church and it's paid staff. This to include line management of staff and annual appraisals.
- Overall responsibility for ensuring that church communications, the church diary and publicity are maintained, effective and up to date.

Note: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without changing the level of responsibility appropriate to the post

Person Specification: **Pastor/Senior Leader**

You will be an accredited minister with Assemblies of God with pastoral experience, or have completed bible college training and willing to apply for ministerial status with Assemblies of God.

Skills and Abilities Required:

- Strong biblical understanding and knowledge through formal accredited training;
- The successful post-holder must be a committed Pentecostal Christian and baptised as a believer and filled with the Holy Spirit;
- Previous experience as a Pastor and of running a church is desirable;
- Conduct and behaviour must align with Christian values ;
- Good leadership, management and personal organisational skills;
- The ability to communicate in a clear and engaging way both verbally and in writing through preaching and teaching, and in all interactions with church members and others;
- Ability to motivate others and experience of managing the work of other employees for example the church administrator;
- Understanding of charity commission requirements and working with a board of Trustees.

Personal qualities and attributes required:

- Acts with integrity, honesty and transparency;
- Models a culture of servanthood;
- Positivity, commitment, energy and drive,
- Open minded and decisive and able to deliver difficult messages.
- Commits to life-long learning (Continuing Professional Development)

Disclosure and Barring Service Check (DBS):

The position involves contact with children and vulnerable adults so the post holder will be required to have Enhanced DBS Clearance and any offer of employment will be subject to the outcome of this check being satisfactory.

April 2019