

Homewood Road United Reformed Church

Homewood Road, St Albans Herts AL1 4BH

Job Description

Role/Job Title	Minister
Conditions:	Full time - max 40 hours per week, flexible working
Location:	Based at Homewood Road Church, 'the church'
Salary	£26,000 plus accommodation & expenses
Reports to:	The Eldership
Key purposes of the role:	
<ul style="list-style-type: none"> • Bring the word of God to the community of St Albans and share the love of Christ, seeking opportunities to introduce people to him and to the church for what it has to offer. • In conjunction with the Cluster and Group Ministry of the URC, provide spiritual and pastoral leadership to the congregation, members and friends. The Minister will be required to preach, teach, and administer the Sacraments (subject to approval by the URC) and assist in all the ministries of Worship, Administration, Stewardship, and Outreach. • Build strong pastoral links with members of the congregation and friends and provide relevant pastoral care and attention and respond quickly to crisis situations. • Manage the Children and Families Worker • In liaison with the Elders, the cluster minister and, where appropriate, the Children & Families Worker, develop and execute plans to support discrete areas of activity within the life of the church e.g. activities for children and young people; the older element of the congregation and church community; the non-attenders within the church family; the music assets of the church. • In liaison with the Elders and cluster minister, develop the outreach of the church in the wider community of St Albans, reaching out to the unchurched and new residents of our community. Encourage regular users of the church premises to participate in the life of the church and in the mission of the work of Christ. • Be able to work in a team but also be strongly self motivated. 	
Essential skills/experience:	
<ul style="list-style-type: none"> • Good working knowledge of the bible and of the protestant faith. • Able to administer the Sacraments in the manner of the United Reformed Church. • Highly organised, hard worker and able to plan and prioritise workload • Professional verbal and written communication skills • Competence and confidence in the use of standard office and computer equipment. • Experience of working independently as well as the ability to work well within a team. • Ability to drive and no more than six points on licence. • Able to take instruction and also to contribute to ideas development 	
Personal qualities:	
<ul style="list-style-type: none"> • Flexible attitude to working hours and availability. • A clear and friendly communicator both verbally and in writing. 	

- Strong inter personal skills
- A quick learner who can remain level headed in stressful environments
- Willingness to get involved and understand the Group Ministry and the Elders and their mission, the members and the various users of the church premises.
- A real passion for the word of God and ability to use this to enthuse and influence others.

Person specification

Job title:

- Minister of word and sacrament

Experience of:

- working in a faith environment that sits comfortably with the United Reformed Church.
- working with and commitment to a wide range of ages, individuals and daily problems.
- proven skill in preaching the word and in providing strong pastoral care.
- working in partnership with other people and organisations.
- working under instruction as well as being self motivated.

Skills:

- Strong interpersonal and influencing skills
- Ability to organise own time to best advantage and to harness the commitment and enthusiasm of a variety of busy organisations and individuals.
- Manage, monitor and report on work programme and allotted tasks.
- Communicate effectively, both orally and in writing with people of different ages, abilities and backgrounds and with organisations, authorities and the media.
- Use IT effectively to meet all the requirement of the role.
- Facilitate activities of elders and members of the congregation or wider church.
- Some experience of managing staff

Personal qualities:

- High level of commitment and enthusiasm
- People focused
- Imaginative and resourceful
- Attentive to detail.
- Determination to finish the job
- Resilient
- Commitment to equal opportunities and diversity
- Able to meet requirements of enhanced DBS check
- Hold a current full driving licence and be willing to use your vehicle for work purposes.
- Ability to work flexibly even if, over short periods, that means significant out of hours activity.