

Job Description: Associate Leader



Background to 3 Counties Vineyard and summary of the role

3 Counties Vineyard is a church family of over 200 adults and has vibrant children and youth groups. We are led by a leadership team with Dave Wright as our Senior Leader. We have a great staff team of 6 people and are also blessed with an amazing group of over 50 people who lead small groups, ministries and various teams.

We are all about loving God, developing authentic relationships and impacting our communities with God's love and power, seeing lives transformed. We seek to do this with our core values of grace and love, servanthood, integrity, humility, reliance on God, intimacy with God and obedience to God.

We are part of the Vineyard network of churches and are also members of the [Evangelical Alliance](#) and have good working relationships with other churches in the Haslemere area. You can find out lots about us on our website: www.3countiesvineyard.church

We are looking for a full time Associate Leader to complement our leadership and staff team. This 40 hours a week contract will include some evening and weekend working and will require some flexibility to coordinate or provide support for urgent pastoral needs. **We are happy to flex the role for the right person** but envisage it initially focussing on:

- **Spiritual formation & discipleship** – setting up and guiding our spiritual formation and discipleship activities and focus throughout our church family.
- **Small groups** – overseeing our small groups at 3CV: raising up new leaders and starting new groups, managing sign-ups, supporting group leaders.
- **Wider leaders** – supporting the Senior Leader in developing our leaders so they are healthy and fruitful in their leadership.
- **Pastoral** – leading our pastoral team to look after the 3CV family pastorally.
- **Newcomers and integration** – Liaising with our welcome team and integrating newcomers into the church.
- **Community** – Oversee our community strategy.

Our Associate Leader will be part of our **leadership team** and will also **speak & teach** at our gathered services. We are also open to considering whether an applicant's gifting and calling may lead to a Senior Leader or joint Senior Leader role.

This paid, full-time role requires a Spirit filled, self-motivated individual with a passion for God and people, skills in leadership, team building and communication. A degree or other qualification in theology is desirable and a good knowledge of the Bible is essential – together with the ability to work effectively with the leadership team, staff and volunteers. The individual must be clearly committed to 3CV and its vision and actively involved in it beyond this position. It is a condition of the role that the post holder has

a certificate of suitability for working with children and adults in need issued by the Disclosure and Barring Service indicating suitability.

If you feel this could be for you, please send your CV and covering letter to Dave Wright (dave@3countiesvineyard.church) and Dick Durrant (dickdurrant.dd@gmail.com) by close of business on **Thursday 6th April 2023**.

Main Duties:

1. Spiritual formation and discipleship

- To oversee spiritual formation and discipleship across the life of the church.
- To provide multiple activities, groups, disciplines and avenues for people in the church family at different stages of their Christian journey to grow in their faith: their relationship with Jesus, their understanding of the Bible, their holiness, their use of gifts of the Spirit, their service.

2. Small groups

- To oversee our small groups at 3CV.
- To identify a variety of small groups to run that would support spiritual formation and discipleship as well as connection and relationships; raise up new leaders; oversee sign up.
- To provide support for group leaders.

3. Wider leaders

- To help the Senior Leader in growing, supporting and developing the group of 50 or so people who lead small groups, ministries, children or youth groups, Sunday teams, etc.
- To raise up leaders to take on what we believe God is calling us to do and to develop these leaders so they are healthy and fruitful in their leadership.

4. Pastoral

- Working as part of our pastoral team, help look after the 3CV family pastorally. Note: this is as much about proactive pastoral activities (building community, having fun, supporting healthy parenting, marriages, etc.) as it is about reactive pastoral activities (visiting those who are sick, dealing with issues).
- To regularly pray for 3CV family members. To listen to the Holy Spirit and action his promptings.
- To take wedding, funeral, baptism and dedication services as needed and to support 3CV family members as they go through these stages.
- Coordinate or provide support for urgent pastoral needs. This may at times be out of normal working hours.

5. Newcomers and integration

- Working with our welcome team to provide a warm welcome to newcomers in our various environments.
- Helping to integrate newcomers into the life of the church, including engaging with small groups and connecting relationally with our church family.
- Oversee Newcomers lunches and 'Explore the Core' courses.

6. Community

- Co-ordinate our community teams and activities

The role is likely to involve speaking and/or hosting regularly (e.g. once per month) at our gathered services.

Experience required and person specification

We are happy to flex the role for the right person.

We will evaluate suitability based on:

- Character - values and beliefs,
- Empathy with the leadership team, the church vision and the church family,
- Calling by God to 3CV and our community and
- Competence, aptitude, ability, and experience.

Below are the role requirements and desirable elements.

1. A committed Christian who shares the Evangelical convictions of the church and who is open to the renewing, empowering work of the Holy Spirit.
2. A person with experience of UK church leadership and fruitful ministry (experience in a growing church of 200-500 people is desirable but not required).
3. A person who can cast vision and gather people to work to make the vision a reality.
4. An authentic, warm person who relates easily to people across the age range and will be committed to developing relationships with the church family and members of the community.
5. A person with pastoral gifts: a love for people and a desire to see people develop and grow.
6. A person able to convey their enthusiasm to others and enable them to use and develop their gifts.
7. A person with a good knowledge of the Bible and core Christian theology (a Bible college degree is desirable but not required).
8. A person with a clear grasp of the gospel and a desire to make Christ known. They will be keen to develop new relationships with individuals and groups outside of the church.
9. A person with a commitment to the social implications of the Gospel and practically serving the community.
10. A person who thrives working in a collaborative style of leadership and ministry within a Vineyard church.
11. A person who will live in the Haslemere area in order to be a part of the 3CV community.
12. A person with a full driving Licence and their own transport.

Timing and selection process

If you feel this could be for you, please send your CV and covering letter to Dave Wright (dave@3countiesvineyard.church) and Dick Durrant (dickdurrant.dd@gmail.com) by close of business on **Thursday 6th April 2023**.

We expect the selection process will involve initial phone/Zoom calls and interview(s) and, should both parties want to progress after this, some time getting to know each other, e.g. joining leadership team meetings, presenting to our wider leadership, speaking on Sunday morning. While this is a key role and we will not rush, we would like to appoint this role as soon as possible.

Salary will be dependent on experience and is likely to be in the £30,000 to £40,000 range. This role does not attract accommodation.