

Cover sheet:

## Associate Pastor & Worship Lead



### Background to 3 Counties Vineyard

3 Counties Vineyard is a growing church family of about 250 adults and has vibrant children and youth groups. We are led by a leadership team of six people with Dave Wright as our Senior Leader. We also have a great staff team of seven people and are blessed with an amazing group of over 70 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](http://www.3countiesvineyard.church)

### Summary of the role

We are looking for a full time Associate Pastor and Worship Lead to add to our leadership and staff team. **This will be a key addition and we are willing to flex the role for the right person.** We envision the role focussing on:

1. **Pastoral** – Leading our pastoral team to look after the 3CV family pastorally. Personally coming alongside and discipling people in our church where necessary.
2. **Newcomers and integration** – Liaising with our welcome team and finding different ways to help integrate newcomers into the church.
3. **Worship** – Overseeing our church worship, including worship teams, their culture, their schedule and leading one of the bands.
4. **Prayer** – Being the leadership link for the person responsible for prayer ministry on Sundays. Establishing further ways that encourage a culture of prayer across the life of the church.
5. **Services** – Supporting our Senior leader in overseeing our Sunday services and our monthly midweek service. Leading services and teaching occasionally.

Our Associate Pastor and Worship Lead will be part of our **leadership team** so will have a key voice at the 3CV leadership table. We are open to applicants who think they could work well in at least the majority of the above areas, including those who would like to see their role and level of responsibility evolve over time.

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 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 willing to be clearly committed to 3CV and its vision and to become actively involved in it beyond this position.

Further details of the role are in the job description, together with a link to our code of conduct.

## **Expressing Interest**

If you feel this could be for you, please send your CV and covering letter to Dave Wright ([dave@3countiesvineyard.church](mailto:dave@3countiesvineyard.church)) and Rowena Wright ([rowena@3countiesvineyard.church](mailto:rowena@3countiesvineyard.church)). We do not have a closing date for applications, but will instead consider applications upon receipt, and will be conducting interviews on a rolling basis, so we encourage you to express an interest as soon as possible.

## **Selection process**

The person specification is detailed in the job description, including essential and desirable characteristics.

We will evaluate suitability based Character (values and lifestyle), Chemistry (with the leadership team and church family), Calling (by God to 3CV and our community), Competence (ability, capacity and experience) and Commitment (sees this as a 5+ year commitment).

We expect the selection process will involve initial phone/video 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 for this full time role (40 hours per week). We have a generous holiday allowance and would also work with the applicant to establish healthy rhythms for this pastoral role.

Whilst we do not have church provided accommodation, some assistance with this may be able to be provided if accommodation is an issue.



## **Associate Pastor & Worship Lead – Job Description**

Full Time 40 hrs a week

Salary £TBC

Reporting to the Senior Leader

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### **ATTENDANCE**

Days of work may vary from week to week and will include some evenings and weekends, particularly Sundays. This will require flexibility to coordinate and provide support for urgent pastoral needs.

The job holder will be expected to manage their hours and ensure at least 1 full day off in 7. The full terms of employment are set out in the contract of employment.

### **PURPOSE**

The role will focus on:

1. **Pastoral** – Leading our pastoral team to look after the 3CV family pastorally. Personally coming alongside and discipling people in our church where necessary.
2. **Newcomers and integration** – Liaising with our welcome team and finding different ways to help integrate newcomers into the church.
3. **Worship** – Overseeing our church worship, including worship teams, their culture, their schedule and leading one of the bands.
4. **Services** – Supporting our Senior leader in overseeing our Sunday services and our monthly midweek service. Being the service host and teaching regularly.
5. **Prayer** – Being the leadership link for the person responsible for prayer ministry on Sundays. Establishing further ways that encourage a culture of prayer across the life of the church.

### **RESPONSIBILITIES**

The Associate Pastor and Worship Lead will be part of the 3 Counties Vineyard leadership team, providing direction, spiritual leadership and operational leadership across the whole church.

## **1. Pastoral**

- Regularly praying for 3CV family members. To listen to the Holy Spirit and action his promptings.
- Leading our pastoral team, currently four people, to ensure the care of the 3CV family pastorally. Pastoral care will include both proactive as well as reactive pastoral activities.
- Helping to ensure appropriate discipleship opportunities are provided across the church and raising up mentors particularly for men.
- Individual pastoral catch ups with staff and the rest of the leadership team at least on a termly basis, providing further support if required.

## **2. 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. Run a newcomer 'Connect' small group when required.
- Overseeing our newcomers lunches and 'Explore the Core' courses.

## **3. Worship**

- Overseeing our worship teams, their culture, schedules and leading one of the bands.
- Providing opportunities for those involved to grow in both the heart and skill of leading people to worship, including those involved with PA and AV and those leading worship with children.
- Helping develop the worship gifting within our youth, facilitating a youth band where possible.
- Encouraging and facilitating worship within our small groups.

## **4. Prayer**

- Being the leadership link for the person responsible for prayer ministry on Sundays.
- Establishing further ways that encourage a culture of prayer across the life of the church.
- Organising our annual prayer weeks and events.
- Praying for the 3CV church family (and beyond) and responding to the Spirit's leading.

## **5. Services**

- Supporting the Senior leader in overseeing Sunday services and those leading our monthly midweek service and special outreach events.
- Hosting our Sunday gathered services, both morning and evening, around twice a term, following the Holy Spirit's guidance as you lead the service.
- Preparing and delivering teaching around twice a term at our gathered services.
- Assisting our Senior Leader in securing appropriate hosts & speakers for all Sunday service occasions.
- Being the leadership link for the person overseeing our welcome and hospitality teams and for those involved in leading our monthly midweek service and 'Springs' outreach events.

## COMPETENCIES

- Pastoral, relational, listening and communication skills.
- Organisational skills and proactiveness.
- A team player - able to take initiative, able to work well with & build relationships.
- A team builder - able to recruit, deploy and manage teams of volunteers.
- A heart for worship and prayer.
- Worship leading and worship organising skills.

## PERSON SPECIFICATION - Required

- A committed Christian who shares the Evangelical convictions of the church and who is open to the renewing, empowering work of the Holy Spirit. There is a genuine occupational requirement that the holder of this post is a committed Christian. Equality Act (2010) Part 1 applies.
- Willing to become an integral part of the 3 Counties Vineyard church family and is in sympathy with and committed to the church, its ethos and vision. Will be required to sign up to the [3CV Leadership Team code of conduct](#).
- A person with experience of UK church leadership and fruitful ministry in most of the areas of responsibility outlined.
- A person who can cast vision and gather people to work to make the vision a reality and who is able to convey their enthusiasm to others and enable them to use and develop their gifts.
- 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.
- A person with pastoral gifts: a love for people and a desire to see people develop and grow.
- A person with a good working knowledge of the Bible and core Christian theology.
- A person with a commitment to the outworking of the Gospel and practically serving the community.
- A person who thrives working in a collaborative style of leadership and ministry and is happy to do this within a Vineyard church.
- A motivated self starter who can work independently.
- A person who will live in the Haslemere area in order to be a part of the 3CV community.
- A full driving Licence and own transport for local travel, for which mileage would be paid.
- A basic DBS check will be required for this role.

## PERSON SPECIFICATION - May be helpful

- At least 5 years experience in a growing church of 200-500 people.
- A Bible college degree or qualification / study in relevant areas of ministry.

## POTENTIAL DEVELOPMENT

- We are open to applicants who think they could work well in at least the majority of these areas, including those who would like to see their role and level of responsibility evolve
- We are willing to flex the job description for the right candidate.