



**ST STEPHEN'S
TONBRIDGE**

**ST STEPHEN'S CHURCH
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ASSOCIATE VICAR JOB DESCRIPTION

PASSIONATE TO KNOW GOD AND TO MAKE GOD KNOWN

OUR VISION FOR ST STEPHEN'S

Our vision is to be a church that is:

PASSIONATE TO KNOW GOD AND TO MAKE GOD KNOWN

That means we want:

- everyone who is part of St Stephen's, whatever their age, to grow as spirit-filled disciples in their everyday lives;
- and everyone within the parish, whatever their age, to have the opportunity to hear the gospel within 5 years.

We aim to achieve this by creating a safe and healthy culture for all as we:

- Grow deeper
- Grow wider
- Grow younger

OUR VISION FOR AN ASSOCIATE VICAR

An Associate Vicar will be joining St. Stephen's at an exciting time, as we set out into the 2nd year of a fresh 5-year strategy with the hope of receiving Strategic Funding through the Diocese to increase our Youth & Children's team and become a Centre of Excellence for work amongst secondary school age children within the Diocese. More details of this and of our vision can be found in the Parish Profile.

Our hope and prayer is to appoint an Associate Vicar who has their own personal passion "to know God and to make God known" and a strong desire to work as part of a team committed to helping that passion to grow amongst the congregation here at St Stephen's.

As part of that, a key focus of the role will be to help the church further its vision and strategy, especially in respect of "growing younger", and so to lead and develop our outreach among those in their 20s and 30s. So we are in particular looking for someone with:

- A heart for encouraging discipleship and spreading the gospel to younger adults;
- An understanding of and experience in building relationships with this age group;
- An interest in working with others to develop and lead a new worshipping community;
- Experience of working with volunteers in building, inspiring, leading and equipping teams;
- And the management experience to successfully oversee and co-ordinate those areas of ministry relating to young adults and their families, as part of the leadership team. This would include line managing the paid employees heading up our pre-school and youth and children's work.

We also recognise that any individual comes with their own gifts and passions (e.g. worship, creativity etc), and we would look to help the person appointed to this role to use and develop these within the wider strategy and vision of the church.

The Associate Vicar will be an integral part of our leadership team, so there will be opportunity for preaching and leading of services, as well as pastoral care and occasional offices for the wider congregation, alongside the Vicar, other team members and volunteers.

In addition, we hope this person would have:

- a strong personal prayer life;
- a down to earth but compassionate approach to a diverse range of people whatever their situation or age;
- the ability to provide inspiring Biblically-based teaching and leadership;
- a heart for those who are struggling;
- integrity and humility;
- and a naturally collaborative and team-based approach to ministry.

TERMS OF SERVICE

The Associate Vicar needs to be a licensed priest within the Church of England, and a DBS enhanced clearance will be required.

The post will be full time and will be held under Common Tenure, although we will be open to considering more flexible terms of working, including part-time or a job share.

You will be expected to take one complete day off per week, co-ordinating with the Incumbent to ensure cover.

You will meet with the Incumbent on a regular basis, as well as joining the weekly team meetings, and will have an annual review. We support reasonable training and development opportunities.

You will be paid according to the appropriate pay scale for stipendiary clergy within the Diocese of Rochester.

All reasonable expenses incurred in carrying out the duties and responsibilities of this post (including any relevant training courses previously agreed by the incumbent) will be met. If such expenses should fall outside agreed budgets, then prior permission should be sought in line with St. Stephen's financial procedures. It is expected that all such expenses will be claimed.

A 3 bedroomed house will be provided, plus office space in the Church Office.

