

JOB DESCRIPTION

ROLE:	Associate Vicar
LINE MANAGER:	Rev'd Tom Nash, Vicar
HOURS:	Full Time (6 day week)
TERMS:	Stipendiary position
STUDY/HOUSING:	Own office/study at Church Centre. House provided – Semi-detached, 2 Reception rooms, 4 bedrooms, 1 bathroom, downstairs toilet, on-road parking. 0.3 miles to church, so a 7 min walk or 2 min drive or cycle. https://www.hamptons.co.uk/properties/20991106/lettings/P307642#/
ROLE PURPOSE:	Support the Vicar in the preaching and leadership of the church

PRINCIPAL ACCOUNTABILITIES:

1. Play a key role in the leadership of the church including preaching, leading church meetings, helping with the occasional offices and being a lead contributor to church vision and strategy.
2. Develop, lead and deliver a training strategy to equip church members in their ministry, including:
 - Supporting and equipping small group leaders.
 - Supporting and encouraging church members in their personal evangelism and through courses and events.
3. To oversee and, with others, to develop the ministry of the Growth Groups, setting their teaching programme and overseeing the recruitment and training of Growth Group leaders.
4. Discipling individual church members and new Christians.
5. Supervise ministry areas as delegated by the Vicar and attend the PCC and Standing Committee meetings.
6. Support, encourage and oversee Cornhill Students and line manage other roles as delegated by the Vicar.
7. Ensure that volunteers are encouraged, supported and included as valued members of the church family and integral to the life of the church.
8. To maintain his own spiritual growth, particularly by giving time to prayer and the study of the Scriptures. To engage heart and mind through deeper communion with Jesus, wide reading and development of ministry skills through regular training.
9. To oversee and, with others, to develop the ministry of prayer, primarily through the monthly congregational prayer meetings and through encouraging attendance at, and congregational involvement in, the whole church prayer gatherings.
10. To provide leadership concerning safeguarding and to encourage everyone to promote a safer church.
11. To take proper care of himself and his family through adequate time for rest, recreation and family life as an example to others.

PERSONAL SPECIFICATION

Essential:

- A teacher who faithfully and powerfully preaches God's word and communicates clearly and effectively in a congregational setting, in small groups, in one-to-one settings and who can connect and interact with people of strong faith and none
- Ordained in the Anglican communion who has a passion and love for Jesus with experience of full time Christian ministry in parish or other relevant situation

- A spiritual and prayerful man of strong personal faith, who will engage with and inspire people of all ages and backgrounds
- Experience of leading a team or organisation
- A conservative evangelical, committed to the authority of scripture, with a passion for the gospel and for drawing people to the Lord Jesus Christ
- A humble leader who is enthusiastic about working collaboratively within the staff team, with the PCC and with other lay members of the church family
- A pastor who is friendly, approachable and compassionate, especially when dealing with the vulnerable and those in need of pastoral support
- A pastor who is passionate about mission and outreach, to help the congregation and church family to engage with those in our parish and beyond
- A leader who has the desire and ability to disciple and develop those in the church family
- Flexible, able to use own initiative.

Desirable:

- Experience with leading a team
- Experience of teaching in Bible school or regional training network

VALUES:

St John's Tunbridge Wells is a conservative evangelical church in the Diocese of Rochester, under the oversight of the Bishop of Ebbsfleet. Applicants will need to be in full support of conservative evangelical theology and our complementarian position in relation to male headship in teaching mixed genders and in the home.

Supporting the ethos, vision and values of the Church, including the Church's Identity and Purpose Statement and "St John's Values" document.

(Please note that there is a GOR for the post-holder to be a committed practising Christian)

COMMITMENT TO SAFEGUARDING:

Candidates must undergo a safer recruitment process and the person appointed will be required to undertake relevant safeguarding training.

St John's Church takes the safety of everyone within the Church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk, or of actual abuse, to immediately raise this with their line manager or with the Parish Safeguarding Officer.

Dated: October 2025