



Background Information

Christ Church Huntingdon is a fairly new conservative evangelical church plant which (normally!) meets at St Peter's School in Huntingdon. We currently have around 50-60 adults and 20 children on a Sunday, and around half of these moved from St Andrew the Great when we were launched as a "Bishop's Mission Order" within the Diocese of Ely in September 2018. The vision of our church is *"to see the wonderful good news of Jesus' rescue, which transforms, unites and equips a community, prayerfully shared with all in the Huntingdon area"*. Huntingdon is a market town of around 25,000 people, with a mix of different demographics including some significant deprivation and a fairly large Eastern European population. We love being here, and are excited to be praying for another worker to this part of the Lord's harvest field which has now become so dear to us. Our website is: christchurchhuntingdon.co.uk.

Job Description

The Church Council has approved the funding for employing a "Pastoral Assistant" to work alongside the minister, Charlie Newcombe, initially for a year from September 2020 (subject to Covid19) until summer 2021. The role would be adapted to the individual's experience and gifts, and the specific needs of the church, but we would expect it to include (in priority order):

- 1. YOUTH
 - Helping with Friday youth outreach Bible Study, "FEED".
 - Pastoring of our small group of teens within church families.
 - Likely involvement with [Thrive Outreach](#), a ministry of the Diocese of Ely.
- 2. ADMIN
 - Admin support for Charlie and for the church.
 - Routine tasks and organising volunteers in preparation for Sunday services.
 - Other organisational and office tasks and communications.
- 3. BIBLE MINISTRY:
 - Normal Sunday involvement in a new, small church.
 - Other bible teaching opportunities (eg small groups, and preaching for men)
 - One to one ministry.
- 4. EVANGELISM
 - Making connections with people in the area (including friendship evangelism and possibly door to door) with a view to sharing the gospel.
 - Involvement in the outreach of the church, including organising events.
 - Taking initiatives to grow new opportunities/friendships for the gospel.
- Also TRAINING:
 - We would investigate whether the [TEAM course](#) or [Cornhill Training Course](#) were possible on Wednesdays during termtime, and the Christopher Ash training course run at StAG on Tuesday afternoons.
 - One to one support, feedback and training from a small staff team.

(See attached illustrative timetable for a possible timetable of what a week may look like).

Statement of Ethos

The doctrinal basis of the founding documents of Christ Church Huntingdon can be found [here](#) (see page 14) and the founding members of the council assented to the [Jerusalem Statement](#). The individual we are seeking to employ would be expected to be supportive of this statement (especially its understanding of human sexuality). We therefore also expect the individual to live a consistent and godly life of joyful and prayerful dependence on Christ, and be clearly convinced that the Word of God does the work of God by the Spirit of God in the people of God. There is therefore a genuine occupational requirement for the person holding this post to be a practising evangelical Christian.

Person Specification

We are looking for someone who:

- Is godly in life and able to set an example to others (Titus 1:7-8)
- Is sound in the Christian faith (Titus 1:9)
- Agrees with the vision and values and ethos of Christ Church Huntingdon as outlined above and on our website.
- Has some experience of Christian ministry in particular teaching the Scriptures, youth work, evangelism and helping to organise church events.
- Is a current member in good standing of a local Bible-teaching church.
- Is willing to suffer for the gospel (2 Timothy 1:8).

Terms & Conditions

- *Job Title:* Pastoral Assistant, Christ Church Huntingdon.
- *Responsible to:* Rev Charlie Newcombe.
- *Employer:* The Trustees of the Gospel Ministry Support Trust (GMST). [TBC].
- *Hours of Work:* Up to 48 hours a week (which includes all church activities and training). 36 days of annual leave including bank holidays.
- *Salary:* £22,000, plus expenses (including travel and fees for Training Course).
- *Pension Contribution:* 8% will be paid by Christ Church Huntingdon.
- *Accommodation:* is not provided.
- We would encourage the individual to take part in some sort of summer camp or venture (either one that he or she is already involved with, or one that we can recommend). This would not count as annual leave.
- This post is subject to an enhanced DBS disclosure through the Diocese of Ely.

Application Process & Interviews

If you would like to apply for this job, please fill out the attached application form, and email it to David Casey (church warden) david@davidcasey.net by 12 noon on 29th May 2020. Interviews will be held (most likely by zoom) on the week of the 8th June 2020, eg the afternoon of Monday 8th June. Enquiries are welcome to revcharlienewc@gmail.com 07535 501110 or david@davidcasey.net 07702 312328.

CCH Assistant Worker Illustrative Timetable- all very tentative and subject to change/swaps

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Travel			
am 9	Setup		Prep	CTC course		Prep	
10	CCH service (1	Prayer mtg			creche?		DAY OFF
11		Staff review					
pm 12	Clearup	Staff lunch					
13	Lunch with soi	Admin	Travel				
14			Christopher Ash		Admin		
15						Thrive Youthwork	
16							
17			Travel	Travel			
18						FEED youthwork	
19			OFF		OFF		
20				Life Group ?			
21							
22							
Roughly	4 days CCH =32 hours						
	1+1/2 day training= 14 hours						
	1+ 1/2 day off= min 1 day and 2 evenings						

1	2	3
May we approach this referee for a reference now? YES/NO	May we approach this referee for a reference now? YES/NO	May we approach this referee for a reference now? YES/NO

Beginning with your current or most recent employer and working backwards in chronological order, please give details of your career to date.

Dates		Name and address of employer	Job title and summary of duties	Reason for leaving
From	To			

Dates		Place of study	Qualifications attained
From	To		

Interests/Hobbies/Recreational pursuits ...

Any relevant information you would like to share about your family situation...

Do you possess a car? YES/NO Do you possess a full driving licence? YES/NO
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Please give your reasons for applying for this post. You should outline your interest in the post and describe your relevant skills and experience. You should also use this space to tell us anything not covered elsewhere, which you feel is relevant. Please check the job description and person specification before completing this section. You may use up to two sides of A4 but should not feel obliged to fill the space.

Please continue overleaf
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Rehabilitation of Offenders Act

Under the provisions of the Rehabilitation of Offenders Act, you do not have to disclose information on certain convictions after a set period of time, as they become 'spent'. [However, this post is **exempt** from the above Act, therefore, **ALL** convictions and any cautions or bind-overs must be declared and cannot be regarded as 'spent'.]

Have you ever been convicted of a criminal offence? Yes / No

Do you have any criminal charges or summonses pending against you? Yes / No

Having a criminal record will not necessarily bar you from working with us.

Health: Please specify any special access requirements you may have in order to attend interview.

I confirm that the information contained on this application form is, to the best of my knowledge, correct and accurate. I agree to the information being processed in accordance with the Data Protection Act.

Signed :

Dated :

CONFIDENTIAL

MONITORING SHEET

Equal Opportunities Monitoring Sheet

Pastoral Assistant, Christ Church Huntingdon

We seek to be an equal opportunities employer and service provider, irrespective of race, gender, age, disability, sexuality, etc.. In order to monitor the effectiveness of our equal opportunities policy, we ask all job applicants to provide the information below.

This information will be used solely for effective evaluation purposes. It is held confidentially and separately from all other material.

1. Gender

Male

Female

2. Age

Less than 35

35 -49

50+

3. Disability Do you consider yourself to have a disability?

Yes No

4. Ethnic Origin What do you regard as your ethnic origin?

- White Asian Indian
- Black Caribbean Asian Pakistani
- Black African Asian Bangladeshi
- Mixed Heritage Asian Chinese
- Other
(please specify)