

Job Description - Minister

Job Title:	Minister– Springs Christian Fellowship
Contract Length/Hours:	Contract subject to satisfactory 6 month probationary period. Contract terms and conditions to be agreed.
Report to:	Elders and Members of Church

Purpose & Summary of Job:

1. Appropriately experienced minister to lead a growing multicultural Pentecostal church with a full range of ages. Proven calling of God in ministering and developing the congregation in mission, spiritual gifts and living the full Christian Life.
2. In agreement with the AoG statement of faith and have a strong biblical foundation.
3. Familiar with the diverse aspects and responsibilities of church life.
4. An ordained Minister of Assemblies of God **or** eligible to become a recognised minister of the AoG through the Associate or Probationary route.

Duties & Responsibilities:

1. Ministry

- a. Preach and Teach the Word of God to develop a diverse congregation utilising existing gifting within the church.
- b. Be an example to the congregation in lifestyle and everyday life as well as to the community.
- c. Provide pastoral care and developing a team visiting, calling and counselling church members and the public as required.
- d. Officiate at marriages, funerals and other special services.
- e. Cast Church Vision
- f. Lead or attend Sunday services
- g. Work with local churches and develop ministerial relationships on a zone, area and national/international level by being fully involved with the AoG network. This includes attending the annual conference.
- h. Able to develop strategic, cooperate and personal evangelism within and outside the church.
- i. In agreement with 1 Timothy 3:1-7 and Titus 1:5-9

2. Team Player

- a. Able to lead volunteers and employed staff with sensitivity
- b. Able to delegate effectively and appropriately
- c. Capable of working independently and as part of a team to achieve results.

3. Finances

- a. Take overall responsibility for the finances of the church and charity as chairman of the Trustees.

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- b. Be compliant with the charity requirements and trust deeds etc.

4. Administration

Oversee the administration of the church through the Administrative Assistant, group leaders and other appropriate people.

- a. Utilise the church management system, [iKnow](#), to comply with data protection and other legislation.
- b. Manage your time effectively
- c. Produce and present appropriate reports in relation to duties
- d. Review all church policies and procedures also referring to health and safety under general below
- e. Create and maintain effective working relationships with all church members, visitors and local community
- f. Oversee the monitoring of health and safety, other areas of compliance and security directly or indirectly as required.

5. General

Where responsibilities are delegated, the Minister will still be responsible for overall oversight with the Church Council.

- a. Maintain Health and Safety manuals, updating where necessary in line with current regulations. e.g. Fire procedure. Ensure risk assessments are completed where necessary, accessible and displayed
- b. Project work e.g. making meeting minutes and supporting recruitment procedures
- c. Contact and liaise with churches, suppliers, contractors, colleagues, volunteers, students and other organisations as required by the church
- d. Maintain church web-site
- e. Maintain membership details

6. Other

The post holder is expected to work on a flexible basis.