

Job Profile

Job Title	Pastoral Assistant (Sheppard Scholar)
Department	Church Operations (ChOps)
Salary	£26,500 per annum
Contract Type	Fixed-term, one year (1 st September to 31 st August)
Responsible to	Associate Vicar for Mission
Location	St Martin-in-the-Fields, Trafalgar Square, London, WC2N 4JH
Working Pattern	Sunday-Thursday
Role Overview	To live, work and pray as part of our Parish community, providing support to the clergy team and gaining valuable experience working in church ministry, pastoral care, preparation of liturgy and outreach to those in need. This role offers a broad range of opportunities to develop pastoral abilities, leadership, assembling volunteers and building community. This job would particularly suit someone who is discerning a vocation in ministry, someone who would like to gain experience in a broad and inclusive church environment, or someone considering training for ordained ministry.

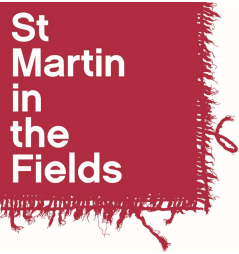
Background

St Martin-in-the-Fields (St Martin's) is an exciting place to work. Located in the heart of London on Trafalgar Square, we are a place for everyone, everywhere, every day – to worship, reflect, enjoy food and hospitality, music and the arts and much more. It's a place of encounter between God and humanity, the wealthy and the destitute, culture and commerce. Alongside our heart for ministry, we have beautiful spaces that attract thousands of people to our site each year. The church has a number of related charities for various causes and is well-known for its work with those on the peripheries of society, but also for its work with organisations both around the UK and abroad.

Nature and scope of the job

We are now seeking a Pastoral Assistant – internally known as a “Sheppard Scholar” – to undertake a year of vocational work with St Martin-in-the-Fields. The Pastoral Assistant role has been created to provide a year of opportunities for learning and growth in the areas of service, study and pastoral care. This role will not only provide you with hands-on practical experience, but you will also receive training and mentoring, working under the Associate Vicar for Mission, and closely with the whole clergy team, which should provide insightful and practical help during your discernment process.

The clergy team at St Martin's is currently made up of the Vicar of St Martin's, the Rvd Dr Samuel Wells, Rvd Richard Carter who is the Associate Vicar for Mission, Rvd Sally Hitchiner who is the Associate Vicar for Ministry, and Angela Sheard, our Curate. The team will also consist of an Ordinand and a Pastoral Assistant from September 2024.



Main duties and responsibilities

Your role will combine a number of the following aspects and involve working together with an Ordinand on placement. However, this list is not exhaustive, and the role will combine many parts of church life.

1. Sunday International Group

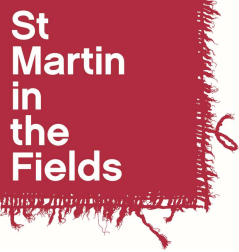
Supporting the Associate Vicar for Mission and volunteers on all aspects of the Sunday International Group. This group provides community and hospitality each week (including a hot meal, laundry and showers) for refugees and asylum seekers, or those with no recourse to public funds facing destitution in London. You would be needed for this group each Sunday between 11 am and 7 pm and activities will include:

- Being a regular presence alongside the Associate Vicar for Mission in building relationships, trust and stability within the group and working closely with the team leaders and volunteers;
- Coordinating the provision of food and equipment for the Sunday International Group, and ensuring it is available for use on the appropriate days;
- Coordinating volunteers;
- Keeping an up-to-date register of guests and managing the welcome desk;
- Responsible for the set-up of sessions and clearing up afterwards;
- Reporting back on operational and maintenance issues to the Connection with regards to equipment, washing machines, etc.;
- Helping to coordinate, organise and facilitate the training of volunteers;
- Following correct data processing regulations (GDPR) to keep all contact details and attendee lists secure;
- Reporting back pastoral care needs of those attending the group and bringing solutions of need to team meetings;
- Helping to organise special activities, e.g. away days, Christmas dinner, pilgrimage and others; and
- Participating in a weekly group called Spiritual Space at St Martin's, working together with people experiencing homelessness.

2. Sanctuary in the City

One of the team supporting the Associate Vicar for Mission with Sanctuary in the City. This is a time of prayer, music, silence, contemplation and reflection at St Martin's each Wednesday afternoon. It includes Sung Eucharist at 1 pm, Choral Evensong at 4 pm, Contemplative Prayer at 5 pm and our informal, contemplative Eucharist called Bread for the World at 6:30 pm which is followed by small groups. You will be invited to be part of these Wednesday afternoons each week and invited to help facilitate, lead prayers, give reflections or join in other activities on these Wednesday afternoons on an occasional basis, and will be given support in preparation for this by the clergy team, including:

- Helping in the preparation of these weekly services;
- Coordinating volunteers and the logistics needed for others to take part in these activities;
- Helping to facilitate small groups after Bread for the World onsite or online;
- Helping volunteers from the congregation to prepare prayers and readings for Bread for the World; and



- Helping to facilitate the involvement of International Group member in Bread for the World, the Nazareth Community, and other parts of the church teams, for example, stewarding and participating in Sunday Services.

3. Education Committee

Being a member of the Education Committee. This group organises and facilitates some of the education and formation programme of the church which takes place throughout the year, including:

- Helping the clergy and facilitators to prepare and deliver the Lent Course, including materials for this course and participating in the organisation of groups in the church and online groups for up to 200 participants;
- Helping to prepare, organise and event manage the Autumn Lecture Series which consists of between 6 and 9 lectures each year, as part of a team; and ensuring the smooth running of each lecture including publicity, stewarding, reception and evaluation of the programme;
- Helping to plan, prepare and deliver church away days/parish weekends; and retreat or quiet days;
- Communicating about education and formation events via social media; and
- Taking part in regular Education Committee meetings and preparing minutes.

4. Children's Church

Supporting the Children and Families Worker with Children's Church, a weekly group that takes place every Sunday at 10am and 1.30pm.

- Being on the rota to assist with Children's Church on a regular basis;
- Supporting the Children and Families Worker with planning and preparation of sessions; and
- Deputising for the Children and Families Worker when necessary.

5. Common life of the Church

- Leading Morning Prayer on an occasional basis – training will be given to support you with this;
- Helping the Vicar of St Martin's to organise the monthly Theology Group;
- Supporting with the set-up, clear up and hosting of some special services and events alongside the clergy and Vergers, for example, weddings, seasonal services and festivals;
- With support from the Marketing team, providing an online presence as and when required, using Facebook, Zoom and other social media; and
- Being the administrator for some online events and courses.

Knowledge, skills and abilities

Essential

- Good administrative and organisational skills;
- Computer literate (Microsoft Word, Excel, Outlook and Zoom), including some experience working with spreadsheets;
- Familiar with social media including Facebook and X (formerly Twitter);
- Ability to respond calmly yet confidently to last minute challenges and problems;



- Team player with an interest in people, who enjoys working with others within a large and varied organisation;
- Good communication skills, both written and verbal;
- A sound understanding and knowledge of, including sympathy with, the aims, beliefs and ethos of St Martin-in-the-Fields and familiarity with the writing of Rvd Dr Sam Wells;
- A compassion and inclusive understanding of diversity within the congregation, including those experiencing homelessness and situations of need; and
- A willingness to grow and learn with this role with a view to it supporting onward steps in vocational ministry or ordination.

Desirable

- While not essential, experience of working in a church or actively serving in your church community in whatever capacity would be a bonus; and
- Demonstrable experience of regular church participation.

Summary

We are looking for a person who wishes to have a broad experience in a diverse and exciting church; a person ready to learn, grow and commit to a mission programme inclusive of all. Those who have taken this position in the past have found it an incredibly valuable training and formation for future work in the church, social care or education.

The Pastoral Assistant has the option of joining The Nazareth Community, which is a gathered community at St Martin's, of those seeking to deepen their faith through a simple rule of life involving Silence, Service, Sacrament, Scripture, Sharing, Sabbath time and Staying With. You will be part of the community during their time at St Martin's, taking part in regular activities, sharing and hosting events. This community life aims to support the spiritual growth of all its members and in previous years has provided support for the Pastoral Assistant in their own spiritual formation.

Who we are looking for

St Martin-in-the-Fields welcomes applications from all sections of the community and is committed to maintaining an inclusive working environment, with a diverse workforce. We value individuality, equality and representation and appoint on merit.

The post carries an occupational requirement, in line with the Equality Act 2010, that the successful candidate is a Christian.

How to apply

To apply for this post, please email the following to peopleandculture@smitf.org by 30th June 2024:

- A cover letter or supporting statement explaining why you believe you are a good fit for this role; and
- An up-to-date CV detailing your relevant achievements.

Interviews will be held as suitable applications are received. St Martin's reserves the right to close and appoint to this role within the stated advertising period, and so advises early applications are submitted.