



Job Profile

Job Title	Associate Vicar for Ministry
Responsible to	Vicar of St Martin-in-the-Fields
Responsible for	Staff: Head of Ministry Operations (HMO), Pastoral Assistant (jointly); Volunteers: Readers, Chinese Ministry Team, Safeguarding Officer
Key Relationships	Clergy, SMITFL CEO, Head of Finance, Head of People and Culture, Head of Marketing, Churchwardens, Executive Group, PCC, PCC Treasurer
Location	St Martin-in-the-Fields, Trafalgar Square, London, WC2N 4JJ

Background

St Martin-in-the-Fields (St Martin's) is an exciting place to work. Located in the heart of London on Trafalgar Square, it is 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 broadcasting and its work with organisations around the UK and abroad.

Nature and scope of the job

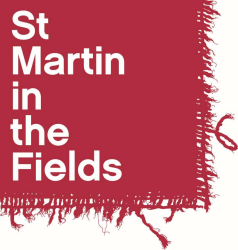
The Associate Vicar for Ministry's role is to enable the congregation corporately and the members of the congregation personally to reach their full potential in discipleship and ministry, to ensure the smooth operation of all PCC functions and goals, and to maximise relationships between the 'church' and other parts of the SMITF community.

Main duties and responsibilities

Lay empowerment and training

Working with the Head of Ministry Operations

- Develop existing volunteer teams, to maximise lay competence, confidence and flourishing in all aspects of liturgical and wider ministry and mission;
- Devise pattern and deliver extensive training for all lay ministry roles focusing as much on vocational development and ministerial fulfilment as getting jobs done;
- Work towards St Martin's being a largely lay-led and lay-supported church, with clergy and staff in specialised, enhancement and supportive roles;
- Lead on attracting new congregation members, forming disciples towards baptism and confirmation (e.g. through Being With course), channelling into lay ministry, cultivating continuous formation



(e.g. through further Being With courses) and a flourishing pattern of theological engagement, and encouraging creative faith expression;

- Lead on newcomers' events/courses;
- Lead on preparing parents for infant baptism and couples for marriage/partnership;
- Oversee work of Chinese Ministry Team, attend meetings as appropriate, support each member as needed; and
- Oversee and coordinate functioning of mission groups – Global Neighbours, Eco Church, Justice, Peace and Integrity of Creation.

Finance and whole-site liaison and planning

Working with Group Head of Finance, Director of Music and PCC Treasurer

- Assist in preparing and monitoring Church Operations budget;
- Be responsible for day-to-day activity, yearly forecasting and budgeting process;
- Attend Executive Group meetings with heads of SMITFL, Trust, Charity and Connection, and joint meetings also including chairs of the five boards;
- Attend quarterly PCC Finance Committee and Group Finance Committee; and
- Attend SMITFL and whole-site management groups as appropriate.

Church Operations

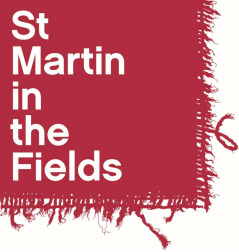
Working with Head of Ministry Operations, Head of Estates, plus clergy team, vergers, Group Administrator, Head Steward

- Overall lead on church operations, management of cross-site day-to-day activities, services and events, largely discharged through oversight of HMO;
- Ensuring good cross-site working and requirements for church aspects are in place;
- Convene and prepare agenda for weekly Ministry meeting;
- Attend PCC meetings and awayday;
- Attend PCC Standing Committee meetings;
- Line-manage Head of Ministry Operations, including planning and coordination of church life, special services (including practical arrangements, invoicing, stewards), events, courses, church diary, iKnowChurch database, GDPR requirements, PCC Secretary (with Vicar), annual returns and diocesan parish requirements, vigils and tours, general enquiries;
- Participate in deanery chapter and synod and ecumenical breakfasts, hosting as appropriate;
- Liaise with deanery and other synod representatives; and
- Seek election to diocesan synod and Bishop's Council.

Pastoral

Working with the clergy team

- Be first port of call, alongside AV Mission, for pastoral care;
- Train and oversee pastoral care group;
- Act as chaplain for annual disability conference;



- Act as chaplain to the Choir of SMITF; and
- Participate in and support Disability Working Group

Safeguarding

Working with Vicar, PCC Safeguarding Officer, HMO, People and Culture Team and Diocesan Safeguarding Team

- Lead on safeguarding for St Martin's.
- Attend termly safeguarding meeting.
- Oversee work on Safeguarding Audit and annual APCM safeguarding report.
- Offer occasional safeguarding sessions for congregation e.g. mental health, liturgical visibility, general pastoral and theological awareness.

Communications

Working with Head of Marketing and communications team

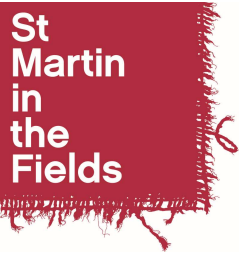
- Oversee 'church' aspects of website and social media presence.
- Lead on publications, whole-site brochure for church services, courses and events, posters.
- Sign off weekly pipeline and newsletter.

Liturgical Ministry

In partnership with clergy and church music teams

- Plan and oversee liturgical cycle of church year and all Special Services.
- Plan and lead regular Sunday worship, preaching.
- Lead on developing and delivering the Noon Service, due to start October 2025.
- Lead weekday services, opening church 2/3 x/week and leading morning prayer.
- Preach and preside at Chinese 1.30 service monthly.
- Organise and lead special services.
- Be principal presider at weddings.
- (With AV for Mission) Participate in Bread for the World, lead worship and groups
- Lead on Confirmation Service e.g. run confirmation classes (x 8), liaise with bishop's office, prepare documents.
- (With Director of Music) Clergy lead on operational aspects of major broadcasts e.g. BBC R4 Sunday Worship, Ascension Day service
- Agree work agreement with Readers and meet three times a year for support and supervision.
- Recruit and oversee team of lay chaplains, annual retreat day, training, informal catch-ups, rota.

Please note that this is not an exhaustive description of responsibilities; aspects of the role may reasonably change over time and the successful candidate is expected to contribute to the development and progression of this role.



Person Specification

All candidates applying for this role should be able to demonstrate:

- A deep personal faith, integrity, high standards and sound judgement;
- Comfort in leading services in the liberal catholic tradition of the Church of England;
- A collaborative team player with a gift for inspiring and motivating those they work with whether volunteer or staff member;
- Understanding of the beauty in the diversity of a large church and an ability to communicate and find common ground with people of every age, gender, race and nationality;
- Ability to relate to those on the edge of society including those who are experiencing homelessness and refugees;
- Ability to show empathy, discretion and treat information confidentially;
- Flexibility and optimism in the face of challenges;
- Familiarity with the theology and works of Revd Dr Samuel Wells; and
- Commitment to wholeheartedly endorse and embrace the ethos and mission of St Martin's and to live this out in all elements of your role here.

Who we are looking for

This role is subject to acceptable pre-appointment checks, including a satisfactory Enhanced DBS Check.

We are aware that those of United Kingdom Minority Ethnic/Global Majority Heritage, women, and disabled people are currently under-represented among clergy in the Diocese of London, and we particularly encourage applications from those with the relevant skills and experience that will increase this representation.

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 staff team. We value individuality, equality and representation and this appointment will be made based on merit.

How to apply

To apply for this post, please email the following to peopleandculture@smitf.org by 1st December 2024:

- A cover letter or supporting statement explaining why you believe you are a good fit for this role, including the names of three referees, including your current supervisor; and
- An up-to-date CV detailing your relevant achievements.

Interviews will be held in mid-January.

If you would like to speak personally about your own suitability for the role and what the role entails, please email sam.wells@smitf.org