

Holy Trinity Claygate

following Jesus together

Appointment of Associate Vicar

Vision and Profile

The Church

Holy Trinity Claygate is a large evangelical Anglican church which has recently seen significant further growth. Its present membership is 460 adults and 210 under 18s with a usual Sunday attendance of over 500, including 100+ children and young people.

It is rare among larger churches in that it is also very much a parish church. Around 75% of church members live in the village, and in total 90% live within two miles of the church. Being a parish church presents us with tremendous evangelistic opportunities among people of every age, and we have seen God bless us as we seek to make the most of these opportunities.

The tradition of Holy Trinity is within mainstream evangelicalism. It lays considerable emphasis on the teaching of the Bible to all ages, and aims to be open to the transforming work of the Holy Spirit. It has a number of different styles of worship (from formal to more contemporary) expressed in four Sunday services of different size and feel.

Sunday services

8am

Traditional

A said service of Holy Communion following a traditional liturgical pattern. Book of Common Prayer once a month.

Attendance: 40

9.30am

Lively

An informal service with crèche and children's activities for ages 0-14. Worship led by the band. Communion once a month. Refreshments served after the service.

Attendance: 150 adults and 100 children

11.15am

Reflective

A more 'classical' service with organ and instrument-led worship, and more space for quiet and prayer. Communion once a month. Refreshments served before the service.

Attendance: 100 adults

6.30pm

Contemporary

Our most informal service with an extended time for contemporary worship, together with teaching and ministry. Children's groups for school years 5-9. Communion once a month. Refreshments served after the service.

Attendance 100 adults and 30 children/young people

The teaching programme is the same at all four services.

Vision

Under the visionary leadership of the previous two incumbents, HTC was blessed with significant growth, including a major building redevelopment at the end of the 1990s. The appointment of Philip Plyming as Vicar in 2006 resulted in a renewed vision process, clarifying aims and objectives for the years to come. This vision is expressed under three headings

- more followers of Jesus
 - we want to give everyone in our community and networks the opportunity to hear about Jesus and respond to him
- deeper followers of Jesus
 - we want to become deeper disciples, growing in the knowledge of God, and in love and service to others
- closer followers of Jesus
 - we want to be a loving community that cares for one another and models God's love to the world

This is summed up in our motto: following Jesus together.

Over recent years this vision has led to the following developments at HTC

- a move from three to four Sunday services, with greater provision for contemporary worship through a new 6.30pm service. This change eighteen months ago saw a growth in Sunday attendance of 25% which has been sustained since. The 6.30pm service has been a key area of growth, including attracting a new generation of 20s into the church, forming a community who meet as a small group and in other ways
- the start of a fortnightly Messy Church which attracts over 200 parents/carers and children to worship, teaching and fellowship. Most attending are not at present members of Sunday congregations
- renewed focus on Alpha and post-Alpha courses, resulting in 130 guests attending daytime and evening courses over the last 18 months, in turn resulting in five new post-Alpha groups
- greater focus on discipleship through 330 church members doing 40 Days of Purpose in Autumn 2008, the recruitment of a new Small Groups Co-ordinator, running monthly 'Christian FAQ' sessions, 60 people doing Growing Leaders, running other short courses (on Bible tools and social justice) and training of small group leaders. There are currently over 35 small groups meeting on a weekly or fortnightly basis
- increased children and youth ministry through new members of staff, more groups running and enhanced facilities through the provision of Emmanuel Hall – the former home of Claygate Evangelical Church

In 2010 we are continuing a year-long church-wide series called The Mission of God in which we are seeking to see the big picture of God's mission and how we can be part of it. We are planning initiatives to develop personal prayer and an awareness of our specific calling. We are also undertaking a Community Audit to identify further needs within the village to which we can respond as the people of God.

Looking further forward we are praying for

- the opportunity to plant a new congregation, either within or beyond the church building
- deeper discipleship across the life of the church, through enhanced training and learning opportunities
- the resources to develop further our work among seniors, and in particular making the most of the evangelistic and pastoral opportunities that being a parish church presents us with

We also recognise that God will give us opportunities we have not thought about. We want to be in a place where we can identify them and use them for the gospel in Claygate and beyond.

In summary, we believe that God is calling us to build on recent growth and work towards further development and implementation of our vision of more, deeper and closer followers of Jesus.

Associate Vicar

We are clear that the appointment of an Associate Vicar is a key part of further developing our vision. Key to recent growth has been the leadership of staff members across all areas of church life; in addition, their oversight of specific congregations has been essential as we have moved to an explicit multi-congregation model of church. The appointment of a senior ordained colleague will further strengthen this team and enable continued growth and development. This was the nature of the submission to the Bishop's Appointment Meeting which approved and supported the creation of this additional post.

As outlined in the job description below, the Associate Vicar will have particular oversight for discipleship and the 6.30pm service. These are areas currently overseen by Tom Darwent, whose training curacy is due to come to an end in the first half of 2011. Tom has overseen and led significant growth in these two areas of church life, but we share a belief that further growth is important. The Associate Vicar will lead this development process, coming with fresh vision and ideas for these strategically vital aspects of church life.

The 6.30pm service is the most contemporary service at HTC and also the fastest growing. It attracts a range of ages including a significant number of people aged 14-30. Future opportunities involve continued growth, the development of additional worship leaders, more creative approaches to worship, ministry and prayer, forging a congregational identity. It is an exciting place to be!

Discipleship is a strategically vital part of HTC, a church with a large number of new Christians and those who have had little discipleship teaching in previous parts of their Christian journey. Recent initiatives (40 Days of Purpose, Growing Leaders, short courses, Christian FAQs) have been successful in raising the profile of discipleship and equipping new Christians and leaders, but further growth is important, particularly in expanding the number of training opportunities, through short courses and other mediums. Ongoing vision-setting and support for small groups and their leaders, in partnership with the Small Groups Co-ordinator, is crucial.

In addition to overseeing these areas of church life, the Associate Vicar will be expected to have a senior role across the life of the church, through preaching, leading other services beyond the 6.30pm service, sharing in occasional offices and other ministry areas. The Associate Vicar will also work closely with the Vicar in the overall leadership of the church, including deputising for him when he is away.

Ministry Team

The Associate Vicar will find him/herself supported by a large and friendly team as well as an encouraging and vision-minded PCC. The Ministry Team shares in the day-to-day leadership of the church as well as having particular responsibility for specific areas of church life. It has evolved over recent years and a number of longstanding church members have recently taken on leadership roles.

Vicar and Director of Evangelism:

Philip Plyming

- in post since 2006
- oversees vision, leadership of ministry team and outreach including Alpha and Baptism Course
- oversees 8am and 9.30am services



Curate and Director of Discipleship:

Tom Darwent

- in post since 2007; due to move by summer 2011
- oversees training and adult discipleship, including Growing Leaders, short courses, Christian FAQs,
- shares oversight of small groups with Small Groups Co-ordinator
- oversees 6.30pm service



Assistant Minister and Director of Pastoral Care:

Valerie Bagley

- in post since 2002
- oversees visiting and pastoral support, bereavement care
- shares oversight of 11.15am service



Director of Children and Families Ministry:

Jill Griffiths

- in post since 2009 (previously a church member)
- responsible for all work among 0-11s including Sunday work, Holiday Club and Messy Church



Director of Youth Ministry:

Drew Waller

- in post since 2008
- responsible for outreach and discipleship among 11-18s, including schools and camps



Assistant Minister and Director of Worship and Mission:

Linda Morgan

- in post since 2002
- oversees development of UK and world mission, including church links with Reformed Church in eastern Ukraine
- shares oversight of 11.15 service



Director of Central Support:

Janet Watkins

- in post since 1997
- oversees administration and church office, including management of volunteer teams



Small Groups Co-ordinator and Ordinand

Mike Harle

- in post since 2008 (previously a church member)
- training for Ordained Local Ministry through the Diocese of Guildford
- oversees small groups and their leaders, and also works among seniors
- *it is envisaged that Mike will hand over the small group co-ordinator role when he is ordained in summer 2011*



Other members of the staff team

Operations Manager	Brian Howells
Youth Ministry Assistant	Abi Curtis
Cornhill Ministry Assistant	Jon Hidden
Deputy Administrator	Chris Greaves
Vicar's PA	Maureen Webb

Other roles include

Churchwardens	Mark Chapman and John Smith
Pastoral Assistants	Caroline Fish, Jill Marsden, Margaret Mathew and Clare Porter

The Village

Claygate has a population of 6500 and is separated by a narrow strip of Green Belt from the outskirts of Greater London. The area is predominantly prosperous and middle-class, although there are two areas of housing association accommodation. The village is well-served by good transport links (rail and A3 to London and Guildford) and has a range of shops. Within Claygate there are several pre-schools nurseries / playgroups (including Jigsaw, owned and run by HTC), a local authority primary school, and a church primary school just beyond the parish boundary. Secondary schooling nearby is of a high quality, and there are range of independent schools in the vicinity as well.

Conclusion

We believe that HTC is a church where God has been clearly at work over recent years, and, under God, we pray this will be the case in the years to come. We are excited about God calling someone to serve as Associate Vicar and be part of our future together.

February 2010

Job Description for Associate Vicar

Role:	Associate Vicar at Holy Trinity Claygate (HTC)
Employed by:	The post-holder will hold a licence from the Bishop of Guildford, and will be on the diocesan pay-roll
Reports to:	The Vicar
Responsibility:	Mission and ministry at HTC with a specific focus on discipleship and the 6.30 service

Objectives

1. To develop and oversee adult discipleship at HTC
2. To oversee the 6.30pm congregation and associated ministries
3. To be a member of the Ministry Team (senior leadership team)
4. To share and grow in incumbent-level ministry experience

Responsibilities

Objective 1 - To develop and oversee adult discipleship at HTC

- o to apply the church's vision of *deeper followers of Jesus* across all areas of church life
- o to oversee and review the effective delivery of existing discipleship initiatives (Growing Leaders, short courses, Christian FAQs)
- o to develop an extended vision for discipleship, including new areas for training and teaching
- o to work with the Small Groups Co-ordinator in overseeing and supporting small groups and their leaders

Objective 2 - To oversee the 6.30pm congregation and associated ministries

- o to have spiritual leadership of the 6.30pm congregation, including vision, teaching and nurturing future growth
- o to have pastoral leadership of the 6.30pm congregation, including developing the existing 20s ministry
- o to explore new ways of shaping contemporary worship and ministry, as well as supporting those growing in worship-leading skills

Objective 3 - To be a member of the Ministry Team (senior leadership team)

- o to be a member of the Ministry Team, supporting the overall vision and direction for the church
- o to be active in preaching, teaching, leading worship and pastoral care, including taking occasional offices, as required, across the whole spectrum of HTC's life
- o to pursue such training and study as is appropriate, agreed in discussion with the Vicar
- o to play an appropriate part in the life of the deanery and wider diocese

Objective 4 - To share and grow in incumbent-level ministry experience

- o to work closely with the Vicar in leading the church and in setting vision and direction
- o to line manage assistant staff, as opportunities arise
- o to deputise for the Vicar in his absence, and take on additional leadership responsibilities over time

Training and Development

As a church we are committed to the development of every team member. Funding will be provided for appropriate training and development.

Holy Trinity Claygate

Person Specification for Associate Vicar

The successful applicant will be able to demonstrate

- o committed evangelical Christian faith
- o clear leadership, strategic and teaching gifts
- o a capacity and passion for enabling adults to grow in their Christian faith
- o an ability to develop and lead creative contemporary worship
- o the skills needed to work effectively as part of a team and contribute to the wider goals of the church – in particular self-awareness and the capacity to modify behaviour in different circumstances
- o a capacity to communicate clearly and effectively within a number of settings
- o pastoral and networking skills

The applicant will need to have Enhanced CRB Disclosure to take up this post

Skills / Experience / Training

The following are essential

- o a biblically and theologically mature faith
- o ability to teach Christian faith and discipleship in faithful and relevant ways
- o clear capacity to think, plan and communicate strategically
- o ability to lead and work within teams
- o capacity to lead, develop and manage others with further potential to grow
- o ability to build trust and relate effectively to adults of all ages
- o flexibility to adapt to a range of pastoral situations

The following are desirable

- o ability to support those training in worship leading
- o experience of planning and managing against an annual budget
- o and whatever other gifts and passions God has given you!

Holy Trinity Claygate

Summary of Main Terms and Conditions for the Associate Vicar

The Associate Vicar will be licensed and paid by the Diocese of Guildford, and therefore the PCC will not be the employer.

Commencement	Ideally September 2010 – although we are prepared to be flexible for the right candidate.
Hours	Due to the nature of the role weekly hours may vary, but is expected that the Associate Vicar will take at least one period of 24 hours off each week.
Pay	Diocesan scale for assistant clergy (£22,500 as of April 2010).
Housing	Housing suitable for the candidate (and in line with that provided for diocesan assistant clergy and appropriate to the candidate) will be provided within the parish.
Pension	Church of England Pension Scheme.
Holidays	Normal clergy arrangement: four weeks annual leave plus a week after Christmas and Easter. In addition there is provision of five days for an annual retreat.

Application Details

Please apply by enclosing a copy of your CV detailing experience relevant to this post, together with a covering letter explaining why you are applying for this position.

Closing date: Friday 23 April 2010

The interviews will take place on Friday 7 and Saturday 8 May 2010

Please send your replies to:

Philip Plyming
The Vicarage
Church Road
Claygate
Esher
Surrey
KT10 0JP