



Duke Street
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Thank you for your interest in the post of full-time Team Leader/Pastor for Duke Street Church.

Please find enclosed in this pack:

Duke Street Church profile

Team Leader/Pastor job description and person specification

Leadership structure outline

We hope this information gives you a good flavour of Duke Street Church and the kind of person we are looking for to come and work with us. Of course we can only give you a basic overview of church life and what this role would entail but if there are other details that you would like to know please don't hesitate to contact us. The office is manned by Fiona Buckell, our Administrator, on Mondays, 9.00am - 12.00pm and Tuesdays and Fridays, 9.00am - 4.30pm. Outside of these times there is an answer phone and if you leave a message Fiona will get back to you.

If you would like to apply for this role then please send us your C.V. and a covering letter telling us about yourself, including: background, relevant experience, reasons for applying and something of your spiritual journey to this point.

Once again, thank you for your interest, and we look forward to hearing from you if you decide to apply.

Kind regards

On behalf of the Leadership Team

Duke Street Church - profile



Where we are

Sutton Coldfield is recognised by many as a well positioned, very pleasant town in which to live, with excellent schools, one of the largest natural parklands within a city in Europe, a decent town centre and relatively low levels of crime. The town is at the edge of the West Midlands, about 7 miles from Birmingham city centre, close to the motorways, the airport, National Exhibition Centre and on the local rail network.

It sounds a wonderful place to live, and it is, but the spiritual challenges are as tough as elsewhere, only sometimes well disguised by middle class self-sufficiency and busy lifestyles.

Duke Street Church lies at the heart of Sutton Coldfield town centre, and is strategically placed amongst schools, houses, a health centre, pubs and offices to have a real impact in the local community. Our mission is to be a community of people that love and follow Jesus and reach out to others.

Who we are

We are an independent evangelical church formed over a hundred years ago. We are thankful to God for his goodness to us over this period and we endeavour to continue to be faithful worshippers and followers of our Lord Jesus Christ. United in our love for Him, we are committed to sharing His love and good news. We aim to make our church a place where everyone feels welcomed and accepted, valued and nurtured.

In 2011 a complete overhaul of our church premises, with extensive building works, was completed. Our building is now a warm, welcoming and contemporary space. The new building has also meant we have been able to increase our presence in the community and in May 2012 we opened a coffee shop in our foyer.

The church has a membership of approximately 120 who are from a wide cross-section of backgrounds. On a typical Sunday morning we get about 115 people at our service, about 30-40 of whom are children and young people.

How we are organized

We have a Leadership Team of seven who have overall responsibility for all areas of church life. The Team Leader/Pastor will lead this team. All the members of the Leadership Team are also Trustees. The current Chair of the Board of Trustees is not on the Leadership Team. In addition, we have a part-time Administrator, a full-time Children & Youth Pastor (who has recently been appointed), a part-time café manager and an Admin Team.

(Please see 'Leadership Structure' on pages 7-8 for further details of roles and responsibilities)

What we do

Sunday morning is our main time to gather together for worship and teaching. There is a group of worship leaders each of whom leads services on a regular basis, supported by a range of musicians.

We recognise the benefit of regular, corporate prayer times and there is a fortnightly opportunity for the whole church to meet to pray.

Church members are encouraged to be part of a small group or home group. This is an important means by which we provide pastoral support and spiritual nurture. As part of our pastoral care we aim to ensure that those who do not attend a small group or who are on the fringe of church life, receive support and we offer additional care, as required, in particular times of need.

There are numerous regular activities and groups based in the church buildings across all age groups, which seek to serve and build bridges with the local community. We have organised events such as quiz nights and comedy evenings, as means of outreach and aim to put on further events to which we can invite our friends and neighbours. To see what a typical month looks like in the life of the church you can check out the Connect page on our website (www.dukest.org).

We run regular 'seekers' courses and have also provided parenting courses, mentoring and debt-counselling when requested.

Some of our members (former and present) are involved in full-time Christian work and we support them financially, practically and in prayer.

Children/Youth Work

Duke Street Church is very much a family-orientated church. There is a deep level of commitment to the children and young people for whom the church is their spiritual home. Church members are highly supportive of all the work done in this area. This is demonstrated both by the number of our congregation willing to serve or help in the children/youth work, and the levels of attendance at events supporting or organized by our children and young people.

We provide activities on a Sunday morning and during the week for around 30-40 children and young people.

We have just appointed a full-time children & youth pastor. She works closely with a dedicated team of church members to fulfil the children's and youth programme. Some people on the team have been involved for a long time and all have a great deal of passion, patience and enthusiasm for the work. It is anticipated that the children & youth pastor will continue the work of going into local primary schools to take assemblies and to build links with them through other activities such as educational visits to the church.

What we believe

As a fellowship, we aim to be warm and welcoming, firmly rooted in the word of God and attentive to the Holy Spirit. We have adopted the Evangelical Alliance statement of faith, and so we place importance on a personal relationship with Jesus Christ and a dependence on God to equip and support us in our day to day lives.

We trust the Bible as God's word and use it to guide us in our lives. We express our faith through prayer, worship, serving others and enjoying time together. We believe a life lived for Jesus and empowered by his Holy Spirit makes all the difference!

Our overall mission as a church is summarised as:-

'Following Jesus together, sharing his love with everyone'

This encapsulates the two key strands of our vision: that of mission and discipleship.

Team Leader/Pastor - Job Description & Person Spec

Job Description

To love, engage, disciple and lead our church

As someone who is seeking to love God with all their heart, soul and mind and is called to Church Leadership, this is your core goal. The methods used and outcomes produced may vary as seasons change but this is your driving force.

Love us, from the youngest to the oldest - be a pastor - stand with us in joy and grief.

Engage us, continuing to nurture a vibrant culture of real friendships and honest conversations about God, life & faith.

Disciple us, wherever our starting point. Continue to point us and introduce others to Jesus Christ, equip us with the understanding and opportunity to follow Jesus ourselves – developing Spirit-filled lives.

Lead us, with vision and direction. Utilise our range of gifts and abilities, setting the pace for us follow.

Lead by example: character is key – culture develops around someone who is: praying, listening, hardworking, enthusiastic, pioneering new ideas, drawing in outsiders and most importantly, humbly following Jesus.

Lead teams: it's not about you doing everything. Collaborate. Be a team player and team builder who inspires, equips, releases and supports others to do it with you, enable our teams who will also love, engage, disciple and lead the church.

Key Responsibilities:

1. Leadership
 - a) To take a significant role in the spiritual leadership of the church.
 - b) To be the team leader of the Leadership Team, meeting with them regularly.
 - c) To think strategically, helping shape the vision and future direction of the church.
 - d) To encourage the active engagement of church members in using their gifts: to identify how best to train and equip members for service.
 - e) To help directly in the identification, training and mentoring of new and emerging leaders.
 - f) To liaise closely with the leaders for pastoral care, home-groups, worship co-ordination, prayer, and children & youth.
 - g) To lead and line-manage the staff team which currently includes: administrator, children & youth pastor, coffee shop manager - leading a weekly team meeting.

2. Mission and Community
 - a) To develop the best ways of reaching out to, and serving our local community.
 - b) To motivate and equip every church member with the confidence, passion and heart to be effective witnesses of the good news in their own situation.
 - c) To oversee and develop small group evangelism, e.g. Alpha.
 - d) To develop and maintain good links with the leaders of other local Sutton Coldfield churches and organisations, as appropriate.
 - e) To enthuse and maintain our links with global mission.

3. Discipleship
 - a) To have a significant role, with others, in formulating the Bible teaching programme of the church, including mentoring our male and female internal speakers.
 - b) To contribute significantly to the Sunday morning Bible teaching in a way which is accessible and relevant. A proportion of at least one-half is envisaged.
 - c) To model relational discipleship, where we can learn from each other and grow in our faith together.
 - d) Encourage us to develop our love and understanding of the Bible and how it impacts our daily lives in today's culture.

4. Other Responsibilities
 - a) To partner in the wider pastoral care of the church. This will include close liaison with the leader for pastoral care.
 - b) To lead the formal occasions in church life e.g. weddings, baptisms and funerals.
 - c) To work with the church administrator and treasurer as required.
 - d) To equip and resource our worship leaders and lead some Sunday services.
 - e) Oversight of internal & external communications.
 - f) It is envisaged that the person appointed will become a trustee of Duke Street Church.

Responsible to: Leadership Team

Hours of Work: Full Time – 37.5 hours per week (the pattern of work to be flexible by agreement across no more than 6 days per week) - 25-days holiday entitlement

Salary: £31,000-36,000 (depending on experience and qualifications)

Person Specification

The person we are looking for is:

- A vibrant and committed disciple of Jesus Christ – learning, praying, growing, and serving.
- Someone of good moral character.
- A natural leader and delegator, with a proven ability to cast vision, recruit team members, train and manage a team of staff and volunteers in the context of Christian ministry.
- Servant-hearted with a willingness to listen to God. Has a strong, yet humble and gentle spirit.
- Gifted in teaching the Bible in an accessible, relevant and creative way.
- Willing and able to encourage the use of spiritual gifts in the life of the church.
- Passionate and experienced in equipping the church for evangelism and mission.
- A team player, understanding the dynamics of teamwork with a high level of self-awareness and commitment. Encouraging, personable, warm and a good listener.
- A naturally gifted communicator with a passion and track record of inspiring faith in people of all ages and backgrounds – experienced in pastoral ministry.
- A learner, open to experiment, fail, and be challenged by others.
- Someone who can build strong relationships with a broad spectrum of people.
- Someone with training and demonstrable understanding of the Bible and theology.
- Organised, with good time management skills. Self-motivated with vision and initiative.

In addition, the following would be desirable:

- A relevant degree level (or equivalent) qualification.
- Experience of leading worship.
- Able to manage IT based communications.
- Effective in the use of social media.
- Musical ability.

Notes:

- There is a genuine occupational requirement for the post holder to be a committed Christian male, in accordance with the Equality Act 2010.
- This post is subject to an enhanced DBS check.
- All applicants must be eligible to work in the UK.

Duke Street Church - leadership structure

We have a Leadership Team of seven (both men and women) who have overall responsibility for all areas of church life. The Team Leader/Pastor (a man) will lead this team.

In addition, we have a part-time administrator, part-time café manager, an Admin Team and a full-time children and youth pastor. The Leadership team also forms the Board of Trustees, though the current Chair is not a member of the LT.

We have a team of church volunteers who help lead the children's and young people's groups as well as many other activities.

We have a flourishing café, *the coffee tree*, which is open on Wednesdays, Thursdays and Fridays. It is staffed by a part-time manager and a team of volunteers.

Roles and Responsibilities

Leadership Team

- In consultation with church
 - Implementing our church's mission
 - Setting future direction
- Overview and support of church activities
- Overview and support of services
- Organisation of church meetings
- Teaching programme (in conjunction with the Team Leader)
- Line management of employed staff (until the new Team Leader is appointed)
- Supporting the work of the Admin Team
- Co-ordination of ministry areas
- Various additional duties e.g. approval of church budget (in consultation with the treasurer).
- Guarding of doctrine
- Overseeing pastoral care (including baptism/church membership, prayer for the sick)
- Church discipline

NB. This is not an exhaustive list.

Children and Youth Pastor

- Responsible for our work with children and young people - this is a full-time role

Admin Team

Responsible for:-

- Building maintenance including fixtures and fittings
- Information technology and audio visual services
- Finance
- Office administration
- Health and Safety

Board of Trustees (the Leadership Team and chair)

Responsible for:-

- Legal aspects of DSC as a registered charity, including employment and property
- Wider property management issues

The way in which the church's leadership is organised was changed recently. It is anticipated that the new Team Leader/Pastor will be content to work within this model of leadership.