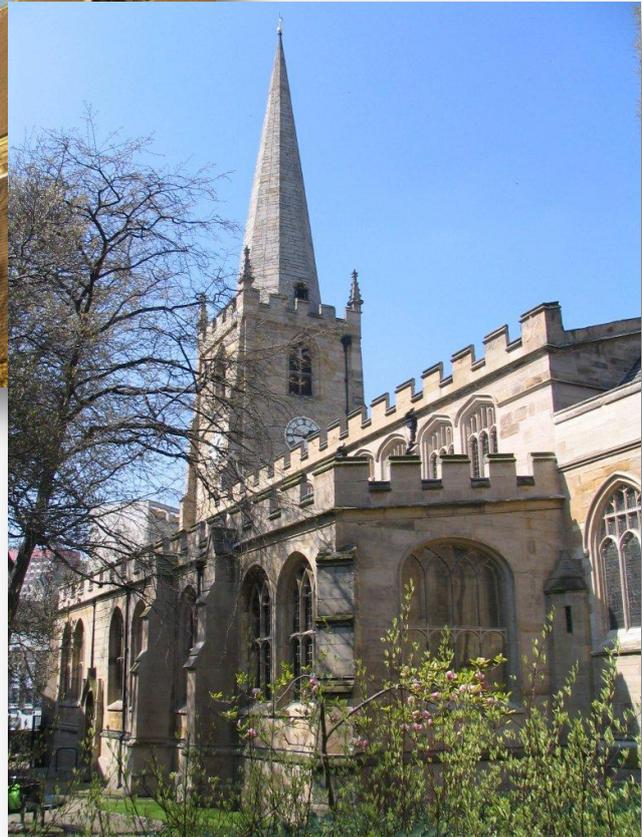




The Parish of St Peter and All Saints, Nottingham



**Ministry Assistant 2019-20:
Role description and parish profile**

Introduction

The parish of St Peter and All Saints, Nottingham is seeking to appoint a Ministry Assistant for a twelve month period beginning in September 2019. This post would be especially suitable for someone who is exploring the possibility of ordination, but it would also provide valuable experience to anyone who is wanting to learn more about the life and ministry of the Church and to contribute to this.

The role of the Ministry Assistant

The Ministry Assistant will work as part of a team of clergy, associated staff and volunteers, and will be involved a range of tasks within both of the two churches in the parish. These will involve some or all of the following:

- Taking part in the leading of worship, including reading, leading the intercessions, and (after suitable preparation), preaching. This should include weekday as well as Sunday services.
- Engaging with some of the various groups which use the churches, such as the drop-in for rough sleepers at St Peter's, the Mental Health drop-in, also at St Peter's, and the 'Women of Faith' monthly lunch for asylum seekers at All Saints' church.
- Being available in St Peter's church from time to time to talk with those who come in search of support etc (following appropriate training).
- Pastoral care generally: visiting the housebound and those in hospital, including the possibility of taking communion to the housebound.
- Helping to lead study groups as agreed, and, as appropriate, to help with baptism and confirmation preparation.
- Working with students and other young adults, perhaps arranging activities which would strengthen their links with the church.
- The Ministry Assistant would be expected to attend clergy/office staff meetings.

The first few weeks of the post will be largely centred on getting to know people within the churches, as well as the particular features and qualities of the parish and the ministry of the churches. A large element of this period will therefore involve learning and reflection. A structure will be given which will help this to take place, but as time progresses a more flexible and less structured working pattern is likely to emerge, within the framework of the overall ministry of the churches.

If the Ministry Assistant brings particular strengths, skills or interests which might contribute to other areas of the mission and ministry of the parish, this would also be welcome. We will try to offer opportunities for exploring any particular areas of ministry and church life which might help with any preparation for a future role in the Church.

Person Specification

The Ministry Assistant should possess the following qualities:

- a readiness to learn
- the ability to work as part of a team as well as independently
- an open and non-judgemental faith which is receptive to spiritual growth and development
- the ability to relate well to a wide variety of kinds of people
- the ability to take responsibility, while understanding when and how to consult
- good communication skills, both oral and written
- a caring and sympathetic nature, with a sensitivity to pastoral needs

- an affinity with the ethos and values of this parish, especially its aspiration to be as inclusive as possible.
- the ability to live independently and to be resilient in adapting to a new environment
- a readiness to live and work within a context which may sometimes be structured but at other times can be quite unstructured
- the ability to undertake the tasks of the post in a mature and responsible manner.

Training and development

The Ministry Assistant will receive 'on the job' guidance and training in the parish itself, but will be encouraged to take advantage of training and learning opportunities offered elsewhere in the diocese or elsewhere. There will be the possibility of linking up with other ministry assistants in the diocese and possibly elsewhere, for support and personal development. The Director of Ordinands will be able to help with this. The Ministry Assistant will also probably be linked with the 'Sheppard Scholars' scheme operated by St Martin in the Fields church in London, as part of the HeartEdge network of which this parish is a member.

Line management and supervision

The Rector of the parish will provide line management and supervision. This will involve, normally, a weekly meeting for planning and review purposes, including ongoing discussion of the areas of work in which the Ministry Assistant is involved. It is important that he/she become well acquainted with the complexities of life and ministry in this large parish, both as part of their learning experience and also in order that their contribution to ministry may be as effective as possible.

It would be expected that the Ministry Assistant will also have a 'mentor', who will provide an opportunity for wider reflection on the experiences of ministry which he/she is having in the parish. This may involve an element of spiritual direction or guidance.

Stipend and hours of work

The post is full time including time for study. It is expected that it should be of twelve months' duration; including paid leave of 6 weeks within a twelve-month period. There will be a three month probationary period.

Accommodation will be provided in a two bedroomed house owned by the parish through a church charity, at St Peter's Court, Woodborough Road, Nottingham. Remuneration will be paid to cover rent, utilities, council tax, and internet costs, and about £100 per week spending money.

The parish context

This parish covers part of Nottingham city centre, as well as the Park estate, parts of Radford, and the area near the Arboretum.

St Peter's is the oldest building in constant public use in Nottingham. It lies in the heart of the retail area of Nottingham, close to the Old Market Square, and includes the Broadmarsh Shopping Centre, department stores, and a range of hotels, financial and legal firms, pubs and clubs. This area is known for its night life, which ranges from late night bars to the wide range of events staged at Nottingham Playhouse, the Theatre Royal, and Concert Hall. Its prominent location means that many people, including tourists, are drawn to visit and/or pray during the week. This part of the parish also includes the Park estate, which is very different, however, and consists mainly of higher value residential properties but also flats and some houses shared by students.

All Saints' church is a large and prominent Victorian building just north of the city centre, in Radford. For many years this area has suffered from economic decline and deprivation, with considerable numbers of residents on low incomes and in poor quality housing. The area is characterised by a wide racial mix. There is considerable student housing (mainly Nottingham Trent University), as well as some shops and light industry.

The churches: Worship, Mission and Ministry

The worship in the parish is primarily Eucharistic. Each church has its own particular style, but all fall within a modern liberal catholic tradition. The Eucharist is seen as the coming together of the worshipping community around the sacrament, but with a strong outward-looking and inclusive focus.

All age groups are represented, with a family service taking place at St Peter's every month, which attracts around ten children and their families. Each church includes a good number of young adults. Much pastoral work is linked with Sunday and weekday worship, as this is the time when contacts are made and developed, and when congregational members share their needs with one another and with the clergy. Worship in this parish needs to relate to everyone from rough sleepers and asylum seekers to professors, consultants and CEOs.

The main features of the worship, mission and ministry of each church are as follows:

St Peter's holds three Sunday services, with a total attendance of around 140. The main Sunday service is a Eucharist (Common Worship rite A), with Matins once a month. In the evening, depending on the Sunday of the month, there is a Eucharist with prayers for healing, Choral Evensong, a Taizé service, and Compline. Weekday services are also well attended, especially the two Eucharists which each attract 15-20 people.

St Peter's attracts people who are seeking Eucharistic worship which is traditional, but with a contemporary outlook, and theology which is not too rigid or dogmatic. The congregation has a wide range of backgrounds, with a significant number of professional and retired people, and a good racial mix. Many are also drawn to worship at St Peter's because of its strong choir and series of Saturday morning concerts.



St Peter's is open to the public every day of the week. This means that large numbers of people come to the church on weekdays for a wide range of reasons, and many of these are in need of support in various ways. Rough sleepers, addicts, ex-offenders and people with a variety of vulnerabilities tend to gravitate towards St Peter's, as they know they will receive a welcome. The vergers and lay pastoral volunteers play an important role in this. There is also a weekly 'Drop-in' group for people suffering from mental health problems, and a Drop-in for rough sleepers. A pastoral care and support network revolves around the Thursday morning Eucharist.

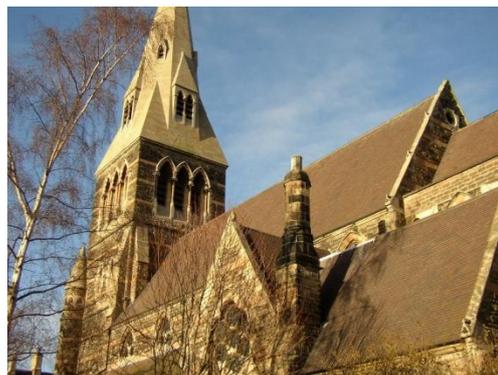
From time to time St Peter's hosts public meetings on topical issues, which make a contribution to the work of the Church in the social and political arena. Subjects recently covered include Work and Ethics, Poverty, Global Tax Avoidance, the problems facing the UK economy, peace and justice issues, and approaches to the economy from the perspectives of different faiths. This ministry has connections with the work of the workplace chaplaincy, which had its origins in St Peter's church some years ago.

There are plans to enhance the entrance lobby of St Peter's church, and also to upgrade the dais adjacent to the chancel screen. A major project to renew the church roof is also being planned, including new heritage education activities.

St Peter's has a thriving cafe ('Coffee Room') which serves several hundred members of the public every week. This is staffed by a combination of paid and volunteer staff. There is a fair trade and Christian book and gift shop alongside the Coffee Room.



All Saints' church has a Sunday congregation of around 20-30, within which is found a strong sense of fellowship, mutual care, and concern for issues of community and justice. The church is located in the most deprived part of the parish, which means that there is an ongoing ministry of pastoral care and support to a wide range of people, including rough sleepers, asylum seekers, people suffering from mental illness etc, ex-offenders, the elderly, etc.



All Saints' hosts a monthly lunch meeting for asylum seekers and refugees, which has recently begun offering cookery demonstration sessions. There is a weekly community coffee morning following the Tuesday eucharist. The church has historic connections with the West Indian community of Nottingham; a Chinese church meets in All Saints' on Sunday afternoons. There are plans to start a community Gospel choir on Sunday evenings. The All Saints' branch of the Mothers' Union, which fell into abeyance 50 years ago, has recently been re-launched on a parish level, and meets each month. The church has made a parish house available to a local trust for the purpose of accommodating asylum seekers and refugees, and a 'Peace Garden' has been set up in the churchyard.



The Parish Ministry Team

As well as the Rector, Rev Christopher Harrison, the parish has a 0.5 Associate Priest, Rev Dr Richard Davey (who is also Co-ordinating Chaplain at Nottingham Trent University). A retired priest, Rev James Saxton, and a non-stipendiary priest, Rev Dr Helen Hall, play an active role in the parish. There are also three lay readers. The parish has a paid manager and administrator and secretary, who are based at the parish office. Lay leadership is strong and effective, with active and committed churchwardens. There is a weekly staff meeting for parish clergy and other staff.

Ecumenical and other links

The parish is part of the South Nottingham Deanery, and meetings of clergy chapter and Deanery Synod are generally well supported. The parish also has links with the city centre Methodist church, St Barnabas Roman Catholic Cathedral, the Salvation Army, local Baptist and United Reformed churches, and the Malt Cross Christian cafe-bar.

Parish support

Modern office facilities are located at the St Peter's Centre, adjacent to St Peter's church.



More Information

For further information about the parish visit www.nottinghamchurches.org .

For a conversation about the Ministry Assistant post, or to enquire about an informal visit please contact the Rector, Rev Christopher Harrison (tel. 07973 754165 or christopher.d.harrison@btinternet.com)