

Manor Park Christian Centre MPCC

Application Pack for

**Associate Pastor
Full-Time**

January 23rd 2020

Manor Park Christian Centre

454 High Street North

Manor Park

London E12 6RH

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Application Pack for Associate Pastor Full-Time

This Application Pack contains full details for the post of Associate Pastor Full-Time, including:

- Application Procedure
- Five Essentials for Applicants
- Job Description
- Person Specification
- MPCC's Mission and Vision
- MPCC's Statement of Faith
- Employment Information

APPLICATION PROCEDURE

The closing date for receipt of signed applications (not CVs) is Tuesday, 21st April, 2020. Shortlisting will take place after the closing date. All applicants can expect to be contacted within three weeks of this date.

Applications and interviews will be overseen and conducted by the MPCC Leadership Team. Interviews will be arranged according to the schedules of the successful applicants and the MPCC Leadership Team. When a decision has been made, we will notify all candidates to inform them of the outcome. This should be within two weeks of the interview.

An Application Pack and an Application Form can be downloaded through MPCC's website by going to:

<https://www.manorparkcc.org/jobapplication.htm>

If you should have problems in downloading the Application Pack or Application Form, please contact:

The MPCC Leadership Team
mpcc.e12@btconnect.com

[For your confidentiality, please only contact us using the above email address.]

Applications should be sent to:

The MPCC Leadership Team
Manor Park Christian Centre
454 High Street North
Manor Park
London E12 6RH

Manor Park Christian Centre will treat your application as private and confidential. Unsuccessful applicants and candidates will be notified by email and their applications will be securely destroyed after six months.

FIVE ESSENTIALS FOR APPLICANTS

Each of the following five qualifications are essential for any person making application for this job posting:

~ An applicant must give clear evidence that they have had a true calling from the Lord Jesus Christ to full-time ministry, with substantial experience of full-time ministry over several years, and a willingness to sacrificially serve the Lord in difficult ministry environments where remuneration has not been a priority.

~ An applicant must have proved their commitment to the calling that they have had from the Lord Jesus Christ to full-time ministry by their previous commitment to at least three years of Christian Bible college or seminary training in theology and church ministries.

~ An applicant must have a proven record of past church ministry with people from across a wide variety of multicultural backgrounds, including African, Eastern European, Caribbean, and Asian without giving preference to any particular culture.

~ An applicant must have a proven record of outreach to non-Christians from different religious backgrounds, including Muslim, Hindu, and Sikh.

~ An applicant must have current and permanent legal status to live and to work in the United Kingdom.

JOB DESCRIPTION

TITLE: ASSOCIATE PASTOR

RESPONSIBLE TO: MPCC Leadership Team

PURPOSE: To assist and help oversee various aspects of the church ministries of MPCC, with a particular focus on MPCC's Cell Group Ministry, and Teaching Ministry

MAIN TASKS AND RESPONSIBILITIES

Cell Group Ministry

1. To oversee and encourage the outworking of each of the purposes of the MPCC Cell Group Ministry as is outlined in the MPCC Cell Group Manual
2. To encourage and train new Cell Group Leaders, also ensuring that each MPCC Cell Group has an active assistant Cell Group Leader
3. To encourage and oversee the faith goals of the MPCC Cell Groups and the multiplication or the starting of new MPCC Cell Groups
4. To encourage and help initiate evangelistic outreach in MPCC's Cell Groups as well as participation in MPCC's Salt & Light Group outreaches
5. To oversee and follow-up on prospective visitors who attend one of MPCC's services or events or on those who join a Connect Group on MPCC's social network with a focus of linking them to an MPCC Cell Group
6. To help promote MPCC's Cell Groups on MPCC's website and social network or at MPCC's services and events through the introduction, recognition, and continued identification of Cell Group Leaders, through encouraging Cell Group testimonies, and through interesting videos, leaflets, or displays with the focus of linking every member of MPCC's church family with an MPCC Cell Group
7. To maintain contact and build godly relationships with MPCC's Cell Group Leaders through regular Cell Group Leaders' luncheon fellowships and meetings, also making sure each Cell Group Leader receives any relevant information pertaining to the Cell Group Ministry
8. To oversee the collating and recording of any information or details that is relevant to any Cell Group attendance reports that might be shared or distributed and used as a means of encouragement and for the continued growth of the MPCC Cell Group Ministry
9. To liaise with the Administrator of the MPCC Church Office in providing from MPCC's Church Database a printed list with updated contact details of the members of each Cell Group that is given periodically to its Cell Group Leader and to the MPCC Leadership Team
10. To liaise with the Administrator of the MPCC Church Office in providing up-to-date Cell Group materials, including schedules, books and invitation cards, for each Cell Group

11. To encourage and oversee the organisation and participation of each MPCC Cell Group with MPCC's in-house social network
12. To encourage MPCC Cell Groups to participate in any of MPCC's or "Manor Park Churches United" prayer and outreach events
13. To help organise, promote, and oversee any conference, away-day, or training opportunity that has an emphasis on or a connection with MPCC's Cell Group Ministry

Teaching & Preaching Ministry

1. To oversee and assist with the promotion and teaching of various daytime or evening training courses, including courses such as the Life Explored Course, the Christianity Explored Course, the Discipleship Explored Course, the Eight Foundations Course, the Pastoral Care Course, the MPCC Equipping Cell, and etc.
2. To be prepared to occasionally accept the responsibility of preaching in MPCC's services and events

ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES

This post is subject to an Occupational Requirement that the post holder is a committed evangelical Christian under Part 1 of Schedule 9 to the Equality Act 2010

1. To ensure that all work carried out as Associate Pastor is in line with MPCC's doctrinal beliefs and vision, including its mission statement, its strategy, and its structure
2. To work closely with the MPCC Leadership Team in carrying out the job role and church ministry responsibilities of Associate Pastor
3. To maintain the ethos and code of conduct that is appropriate for a believer and follower of Jesus Christ
4. To have a servant's heart with a willingness to sacrificially serve the Lord through the church ministries of MPCC, knowing that in carrying out all tasks and responsibilities that it is the Lord Jesus Christ whom we are serving and who is our ultimate source of motivation and to whom we are ultimately accountable
5. To commit to active membership in MPCC's church family with a regular participation in the ministries, services, and events of MPCC
6. To attend any meetings or functions in connection with the job role and church ministry responsibilities of Associate Pastor
7. To undertake any recommended training that would assist in carrying out the job role and church ministry responsibilities of Associate Pastor
8. To maintain confidentiality in all aspects of the job role and church ministry responsibilities of Associate Pastor

PERSON SPECIFICATION

ASSOCIATE PASTOR Full-Time

	<u>Essential/Desirable</u>	<u>How Measured?</u>
Qualifications		
1. Christian Bible college training in theology/ church ministries	Essential	App Form/Interview
2. Training in cell or small group ministries	Essential	App Form/Interview
3. DBS checked for working with youth & vulnerable adults	Essential	App Form/Interview
Experience		
1. Experience with serving in cell or small group ministry	Essential	App Form/Interview/Ref
2. Experience with Biblical teaching & preaching	Essential	App Form/Interview/Ref
3. Experience with multicultural ministry	Essential	App Form/Interview/Ref
Skills / Abilities		
1. Self-motivated with the ability to work unsupervised and in a flexible way	Essential	Interview/Ref
2. Good at organisation and prioritisation of ministry tasks and opportunities	Essential	Interview/Ref
3. Excellent personal communication skills across many different cultures	Essential	Interview/Ref
4. Proficient in English for the writing of documents, references, and letters	Essential	App Form/Interview
5. Proficient in using Microsoft Office Apps	Desirable	Interview
6. Capable IT skills with the ability to use and update websites and social networks	Desirable	Interview
Personal Qualities		
1. A born-again, Spirit-filled believer with a clear commitment to the Christian faith and MPCC's Statement of Faith, vision, and mission	Essential	Interview/Ref
2. Having a discipline of prayer and commitment to reading and studying God's Word	Essential	Interview
3. Having a humble heart and teachable attitude	Essential	Interview/Ref
4. Having a servant's heart with a willingness to serve the Lord sacrificially that is a good example to others who are working full-time and living busy lives who are needed to voluntarily and sacrificially serve the Lord	Essential	Interview/Ref
5. Having a passion to see others discipled and equipped for ministry	Essential	Interview/Ref
6. Having a love for those who are lost without Christ and a passion to share the Gospel with them	Essential	Interview/Ref
7. Having a sense of responsibility and a commitment to making sure that the duties of the job role are fulfilled conscientiously	Essential	Interview/Ref

MPCC'S MISSION AND VISION

MISSION

MPCC's mission is based upon the five purposes that Jesus Christ has given to His Church.

The Great Commandment

"Love the Lord your God with all your heart and with all your soul and with all your mind. . . . Love your neighbour as yourself"
(NIV, Matthew 22:37; 39)

The Great Commission

"Therefore go and make disciples of all nations, baptising them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you"
(NIV, Matthew 28:19-20)

- To *"love the Lord your God with all your heart"* is **WORSHIP**
- To *"love your neighbour as yourself"* involves **MINISTRY**
- To *"go . . . make disciples"* means **EVANGELISM**
- To *"go . . . baptising"* is to incorporate into **FELLOWSHIP**
- To *"go . . . teaching them"* means **DISCIPLESHIP**

Therefore

We exist as a church in order to bring people to Jesus and MEMBERSHIP in His family, developing them to Christ-like MATURITY, and equipping them for their MINISTRY in the church and life MISSION in the world, in order to MAGNIFY God's name.

VISION

We believe that the primary focus of the church is not what happens in a church building, but it is believers in Jesus Christ who are scattered across the community who are:

“ . . . Christ’s ambassadors, as though God were making his appeal through us” (NIV, 2 Corinthians 5:20).

Our Vision In Focus

- Our vision is to focus on the building of relationships with God, with our fellow believers, and with others whom we have the privilege of sharing and showing the unconditional love of Jesus Christ.
- Our vision is to see, through our cell groups, a balanced out-working of the purposes that Jesus Christ has given to His Church.
- Our vision includes a commitment to prayer, combined with a faith that is grounded in the Word of God as found in the Bible.

*“Where there is no vision, the people perish”
(KJV, Proverbs 29:18).*

*“Where there is no revelation, the people cast off restraint”
(NIV, Proverbs 29:18).*

Our Vision In Change

- Our vision is to follow the continual guidance of the Holy Spirit in *“making the most of every opportunity”* and in order to *“understand what the Lord’s will is”* (NIV, Ephesians 5:16-17) in the changing times in which we live.
- Our vision is to follow the continual guidance of the Holy Spirit in helping to meet the changing spiritual and material needs of people.

MPCC'S STATEMENT OF FAITH

We believe in . . .

1. The one true God who lives eternally in three persons—the Father, the Son and the Holy Spirit.
2. The love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the world.
3. The divine inspiration and supreme authority of the Old and New Testament Scriptures, which are the written Word of God—fully trustworthy for faith and conduct.
4. The dignity of all people, made male and female in God's image to love, be holy and care for creation, yet corrupted by sin, which incurs divine wrath and judgement.
5. The incarnation of God's eternal Son, the Lord Jesus Christ—born of the virgin Mary; truly divine and truly human, yet without sin.
6. The atoning sacrifice of Christ on the cross: dying in our place, paying the price of sin and defeating evil, so reconciling us with God.
7. The bodily resurrection of Christ, the first fruits of our resurrection; his ascension to the Father, and his reign and mediation as the only Saviour of the world.
8. The justification of sinners solely by the grace of God through faith in Christ.
9. The ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship and enables our witness.
10. The Church, the body of Christ both local and universal, the priesthood of all believers—given life by the Spirit and endowed with the Spirit's gifts to worship God and proclaim the gospel, promoting justice and love.
11. The personal and visible return of Jesus Christ to fulfil the purposes of God, who will raise all people to judgement, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth.

As a church, we stand united together with many other churches in holding to this Statement of Belief of the Evangelical Alliance.

EMPLOYMENT INFORMATION

Job Title:	Associate Pastor Full-Time
Accountable To:	The MPCC Leadership Team
Purpose:	See Job Description
Location:	Manor Park Christian Centre (MPCC) and wherever necessary in carrying out the job role and church ministry responsibilities
Hours of Work:	Full-time, 40 hours per week The role requires flexible working hours across six days each week, with active Sunday involvement and evening engagements and commitments
Contract Length:	3 years
Probationary Period:	6 months
Holiday Entitlement:	20 days per year plus the 8 UK Bank Holidays plus the week between Christmas Day and New Year's Day when the MPCC church office is closed
Pension Provision:	NEST Pension Scheme
Salary:	£22,750 p.a. plus housing supplement of £8,750 p.a.
Sick Pay Entitlement:	Sick Pay in line with statutory requirements
Overtime:	Paid overtime is not applicable to this position
Period of Notice:	One month by either party
Other Relevant Information:	Maternity leave in line with statutory requirements Paternity leave in line with statutory requirements Parental leave in line with statutory requirements