

Job Description

Assistant Minister

Introduction:

In essence this role is all about people – being a ‘people minister’, as you will see in what you read below. So whether welcoming, sharing faith or discipling we are looking for someone who is great with people. Also, whilst there are core responsibilities, you will also notice that this role has latitude and the freedom to explore, innovate and bring change. We are open to applications from both formally accredited Baptist Ministers and others who feel called to this role.

Because of this we have divided the job description into **four key areas** which, in brief, aim to fulfil the following goals.

- **Connection:** to help the church make faith connections with our community centre and wider communities.
- **Evangelism:** to develop and run ways for the church to share faith with our communities.
- **Welcome:** to aid the church in welcoming people so that Altrincham Baptist Church (ABC) becomes a home for them.
- **Discipling:** to develop and innovate ways to disciple people in different contexts.

Working alongside our Lead Minister, Ashley Hardingham, the Assistant Minister will work across the life of ABC, working to fulfil the vision of the church to *Be Disciples, Make Disciples, Reveal the Kingdom of God*. They will be a member of the Core Team and work with the Elders to fulfil the vision.

Areas of responsibility in full

1. Connection

- Together with the Core Team, develop ways to help the whole church connect our Christian faith with our wider community.
- Develop the church’s profile, to enable great connections with new attenders and our local residents.
- Develop and implement a strategy to reach, welcome and disciple younger adults.

2. Evangelism

- Organise and deliver Alpha courses (or similar) to those wishing to explore Christian faith.

- Develop and implement strategies to share faith with some of the hundreds of people who we are in contact with weekly through our community centre and our church services.
- Engage with the asylum seekers and those new to the UK to help navigate their way in Christian faith.
- Work with the other staff to create, innovate and imagine ways of sharing faith in both our buildings.

3. Welcome

- Promote a message and culture of welcome and inclusion amongst the whole church family.
- Ensure that visitors to our buildings feel accepted and included regardless of age, genders, ethnicities, gender identity, sexual orientation, physical and mental ability, neuro-diversity, education, class, economic status or political outlook.
- Ensuring welcome teams are well briefed in order to capture newcomers' information and inform them of the various small groups or communities open to them.
- Meet with newcomers and help them find their place within a group or community and also find a place to express their gifts and passions through serving.
- Work with the administration staff to send out information, inviting people to events, calling them personally to discuss small group fellowship, connecting them with the relevant leaders.
- Help people to play their part by opening doors, creating space, giving permission to act, serve, be baptised, give and become members.

4. Discipling

- Meet with and disciple individuals.
- Be able to listen, be questioned and respond appropriately and insightfully when discussing faith.
- Be imaginative in helping people grasp new understanding and grow in faith.
- Be a part of the team which preaches and leads Sunday services.
- Work with the team of small group and community leaders; gathering them, supporting and resourcing them, training them and responding to needs they have.
- Equip, support and grow the Prayer Team, working with them to organise events throughout the year.
- Alongside the Pastoral Support Team and small groups, offer pastoral care to those facing a crisis, or those with a short-term need requiring love, care and support.
- Innovate church activities, practices and culture, exploring the best ways for the church to operate in order to help people become life-long followers of Jesus.

Practical matters

Salary

The annual salary is £38,250 (Full-Time Equivalent based on a 40-hour work week).

We welcome applications for either Full-Time (5 days, 40 hours) or Part-Time working patterns. All candidates must be available to work on Sundays as a core expectation of this ministerial role.

- Full-Time Salary: £38,250 p.a.
- We will fully support your continuing ministerial development through mentor/coaching support, attendance at conferences and minister gatherings.
- We do not currently have an available manse, but would want to work with the new minister to help provide appropriate housing for them and their family.

All the specifics regarding the Assistant Minister role including the Job Description, Person Specification, as well as the application form are available for download from the church website at www.altrinchambaptist.org/vacancies

How to Apply: Applications should be emailed to our Operations Lead, Jenny Breton, at operations@altrinchambaptist.org by **9am on Monday 12th January 2026**.

Informal Conversation: We welcome the opportunity of an informal conversation with Ashley Hardingham, the Lead Minister. You can arrange this by contacting Jenny Breton at the email address above.

Safeguarding and Safer Recruitment

We are dedicated to creating and maintaining a safe and secure environment for everyone. Altrincham Baptist Church places the highest priority on the welfare and protection of children, young people, and vulnerable adults. As part of our commitment to Safer Recruitment, the successful candidate for the Assistant Minister position will be required to:

- Undergo a selection process.
- Provide at least two satisfactory references, one of which must be from their current or most recent employer/ministry supervisor.
- Complete an enhanced Disclosure and Barring Service (DBS) check before the role can be confirmed.

