



## **ASSISTANT PASTOR – Information about the post**

### **Line Management**

- You will be line managed by Ian Stackhouse, the Senior Pastor.

### **Working Hours**

- Full time. The nature of the position means that the work involves commitments in the evenings and weekends, especially Sundays.
- You will be expected and encouraged to take at least one full day off each week; and encouraged to maintain healthy boundaries in terms of ministry and personal life.
- You will generally be expected to work from the Millmead Centre to aid team building.

### **Contract**

- Permanent, on completion of a successful 6 months probationary period.

### **Remuneration**

- Your stipend will be £28,600 in line with the BU recommendation.
- In addition, you will be provided with a house to support the better performance of your duties, including the ability to be readily available to meet the needs of members of the congregation.
- The housing will depend on individual circumstances which will be discussed with candidates.

### **Pension/Life Insurance**

- In addition to your remuneration, the Church will contribute 10% of your pensionable salary towards a defined contribution pension scheme for you, subject to you making an 8% individual contribution.
- The scheme provides death in service cover for four times salary.

### **Holidays**

- You will be entitled to five weeks holiday with pay per annum (plus statutory public holidays other than religious holidays when it is likely that you will be involved in worship services at the Church).

### **Book allowance**

- The Church will reimburse the costs of books purchased by you in furtherance of your responsibilities up to an agreed amount.

### **Notice period**

- 3 months notice from the Pastor to the church, and 6 months from the Church to the Pastor.



## ASSISTANT PASTOR – Selection Process

This is how we plan to conduct the process of appointing our new Assistant Pastor:

- We do not have a closing date for applications, but will instead consider applications upon receipt, and will be conducting interviews on a rolling basis, so we would encourage you to express an interest in the post as soon as possible. Please submit your CV along with covering letter by email to [duncan.s@guildfordbaptist.org](mailto:duncan.s@guildfordbaptist.org)
- On the basis of your application, you may be invited to have a short “fire-side chat” with our Senior Pastor and Associate Minister. If you are local, then we would hold this at Millmead, otherwise we can also carry this out by Zoom instead.
- In the light of these conversations and your feedback, we will choose an individual, or a short list of candidates who will be invited to meet to with some of the Church Leaders for an open discussion and to jointly discern God’s will for the future.
- We hope that this process will lead us to select a preferred candidate. The preferred candidate (and spouse/family as appropriate) will be invited to come to spend a weekend with us at Guildford; meeting the church congregation, and preaching in one or both of our services. We will also give you an opportunity to explore the area on your own. We will provide a host family for you to stay with over the weekend, although, please do feel free to make your own arrangements if you prefer.
- Soon after the weekend, we will catch up with the preferred candidate and discuss the next steps regarding their potential appointment. It should be noted that our church constitution requires the Members to agree any ministerial appointment, and we would do this by convening a Special Church Meeting as soon as possible afterwards.

If you would like any further information about the process, please feel free to contact Duncan Stonehouse directly ([duncan.s@guildfordbaptist.org](mailto:duncan.s@guildfordbaptist.org) or 07786 336442).