



Assistant Minister

Job Description – Full time (37.5 hours per week)

St Matthew's is a Spirit-filled Church family passionate about the transforming presence, power, and love of God. We are a vibrant, multi-generational Church in the island of Jersey, seeking to see lives and communities impacted by the gospel locally and beyond.

Find out more at stmatthews.je

We are also in the process of developing the Hope Centre, a sustainable and flexible space to serve our community, resource mission, and invest in future generations.

Find out more at hopecentre.je.

We are looking for someone whose life is shaped by a living relationship with the Lord and is...

Actively growing as a disciple and friend of Jesus.

Visionary and passionate to reveal God's Kingdom to those around them, and share the good news of Jesus to family and friends inside and outside the Church, and to all in our community.

Willing and ready to serve, lead and love our Church family, and release the power of God and the gifts of the Holy Spirit, encouraging every person to have access to everything God has for them.

Energetic and committed to reviving faith, hope and love in the community and island we serve.

Purpose of the Role

The Assistant Minister will play a key role in supporting the life, mission, and growth of St Matthew's (Glass) Church. St Matthew's is a lively Church with a wide range of ministries, including children, youth, worship, young adults, pastoral care, discipleship, outreach, and community engagement. This role will carry particular areas of focus, shaped around the gifts, experience, and passions of the successful applicant, whilst also contributing to the wider mission and life of the Church in collaboration with the Incumbent, Senior Leader, staff team, and Church community.

We are also keen to create space for the successful applicant to pioneer and develop new areas of ministry, as led by the Holy Spirit and discerned in partnership with the wider leadership team.

This post offers an exciting opportunity to grow in calling and leadership within full-time ministry, and to be developed with a view to potential future leadership at St Matthew's.

Key Responsibilities

1. Worship & Teaching

- Preach and teach regularly as part of the Church's preaching team
- Lead services and contribute to the planning and delivery of public worship

2. Discipleship

- Help lead, shape, and make disciples of all ages, helping them to grow in faith, identity and calling
- Nurture new believers, creating welcoming pathways for newcomers in order to integrate them into the Church family
- Co-ordinate Life Groups and small groups in partnership with our ministry leads
- Be involved in leading and promoting our discipleship programmes, such as Explore More and Alpha in the wider Church's life and mission

3. Mission & Outreach

- Contribute to the development of the Church's outreach strategy
- Support and lead initiatives and events that engage the local community
- Participate in schools work and other missional opportunities

4. Pastoral Care

- Provide pastoral support through visiting, prayer ministry, and relational care
- Support individuals and groups within the Church as part of the wider pastoral team

5. Collaborative Ministry

- Work closely with the Incumbent, Senior Leader, staff team, and Shared Leadership Team (SLT)
- Contribute to the development of ministry areas in line with personal gifts and calling
- Partner with ministry leaders and wider volunteer teams across the Church
- Support and encourage wider staff team with potential line-management opportunities

6. Leadership & Development

- Offer mentoring and/or coaching where appropriate, particularly within areas of responsibility
- Invest in the development of emerging leaders within the church

7. General Duties

- Undertake additional responsibilities as agreed with the Incumbent
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Leadership & Oversight

- The Assistant Minister is accountable to the Incumbent and Senior Leader for all aspects of their ministry through regular line management and annual reviews.
 - In the absence of the Incumbent and Senior Leader, accountability is shared with the Church Wardens
 - The role includes shared responsibility for ministry leadership, supported by the SLT and staff team
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Meetings & Participation

The post holder will be an integral part of the Church family, sharing in the values and rhythms of church life, including:

- Church-wide gatherings
 - Weekly staff meetings
 - Leadership meetings
 - Participating in/ leading a Life Group
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Support, Development and Wellbeing

Pastoral support- we place great value on the wellbeing and flourishing of our staff in every area of life, including family life. The Assistant Minister will receive dedicated pastoral support, encouragement, and mentoring from the Incumbent and Senior Leader.

Training and development- we are committed to helping our staff grow and develop. This includes access to local training opportunities, alongside funding to attend one significant off-island conference, retreat, or training event each year.

Sustainable Ministry- we recognise both the privilege and demands of vocational ministry. All staff are encouraged to observe a sabbath day and receive a generous annual leave allowance of five paid weeks each year. We also welcome applications from married couples who feel called to ministry together and would seek to create opportunities for spouses to be involved in the life and ministry of the Church where appropriate.

Flexible working- this role includes Sunday mornings and some evening commitments. Time off in lieu (TOIL) and flexible working arrangements can be agreed with the Incumbent to support healthy rhythms of life and ministry.