



**SUTTON COLDFIELD  
BAPTIST CHURCH**

*Making Sense of Life Together,  
Sharing the Love of Jesus*

**Associate Minister**  
**Appendix 1 - Person Specification**

In partnership with



**FALCON LODGE  
CHAPEL**

## Understanding and sharing in the vision and principles of Sutton Coldfield Baptist Church & Falcon Lodge Chapel

- Shares the values and belief of the churches such that they are able to articulate and model them clearly.
- Ensures that all activities are conducted in a way that is consistent with the vision of the churches.
- Lives a life consistent with the agreed leader's values of Sutton Coldfield Baptist Church (available during the interview process).
- Baptised as a believer.
- Identifies with a broad evangelical, charismatic theological viewpoint.
- Understands, focuses and delivers on church objectives.
- Regular attendance at and in good standing with the leadership of the locally attended church.
- Signs up to, and continues to accept, the Baptist Union of Great Britain Declaration of Principle (a copy is included in this pack) and Sutton Coldfield Baptist Church's Ethos Statement (a copy is included in this pack).

## Competence in Church leadership

- Is able to command respect and trust from a wide range of the Christian community.
- Able to initiate and plan projects, communicate well, and delegate.
- Has the ability to envision, encourage, enable, equip, disciple, and teach.
- An approachable, sensitive, caring, confidential and gracious manner.
- Can complete general leadership tasks including strategic thinking, project initiation, planning, communication, delegation, supervision, and conflict management.
- Understands and respects confidentiality.
- Is able to manage and handle conflict well through maintaining unity, reconciliation, and shared outcomes.

## Experience and competence in pastoral care

- Has a natural gifting in and current experience in teaching and pastoral care.
- Creates empathy with individuals, demonstrates compassion and patience with good listening skills.
- Understands the principles of Christian pastoral care, particularly in reference to crisis care, bereavement, trauma, conflict, and anxiety.
- Understands and can support adults with mental ill health.
- Willing and able to undertake pastoral visits to people in their homes and within the community.
- Values and understands the different counselling approaches and is able to select the appropriate response (i.e. not rigidly practising any one particular technique or method of pastoral care).
- Has or gains knowledge of other care and support agencies and networks that can be used.
- Is able to offer care and support to those with differing lifestyle choices or beliefs without judgement or discrimination.
- Able to handle other people's suffering without fear or undue anxiety.

## The ability to teach and train

- Understands and can explain the core Christian beliefs.
- Has a good knowledge of the Bible, its content, context and application and can interpret, explain and apply it in different contexts (such as small groups, Sunday services, pastoral situations).
- Able to differentiate between essential and secondary issues in Christian doctrine.
- Has undertaken or is willing to undertake verifiable theological study, demonstrating the ability to study, understand biblical and theological issues and differentiate between biblically orthodox and unorthodox ideas.
- Is able to communicate well to groups; holds attention and speaks relevantly.

## Self-motivated and able to take initiative

- Organises time productively to meet day-to-day schedules and tasks, proactively delivers on time.
- Works precisely and accurately - ensures details are not overlooked.
- Deals with crises calmly and efficiently with a capability to think on feet.
- Actively identifies and pursues new opportunities.
- Develops strategic plans to implement longer-term goals.
- An ability to spot problems and implement solutions.

## The ability to serve others and work well in a team

- Is approachable and supportive; displays courtesy and tact with colleagues, volunteers, attendees and visitors.
- Ensures needs are met promptly, pro-actively anticipates others' requirements.
- When needed, adapts the way a job is performed to the circumstances and needs of the church.
- Seeks out better ways of doing things - recommends improvements in team operations and contributes to problem resolution.
- Acknowledges concerns of others and seeks to provide solutions by negotiating the best working compromises.
- Seeks and accepts constructive feedback from colleagues. Learns from mistakes and reflects on own performance, identifies opportunities to improve and actions.
- Willingly shares knowledge within the team, listens to the views of others.
- Demonstrates willingness to work with others to achieve own priorities.
- Willingness to serve with and for both women and men in leadership.

## The ability to lead teams

- Able to plan and implement a project, activity or event.
- Ensures others are clear about their roles and objectives.
- Advises and influences others to find solutions to meet challenges.
- Leads meetings to achieve clear purpose through seeking opinions, addressing concerns, winning commitment to agreed action.
- Motivates and makes others feel valued, giving praise and credit when due.
- Gets out and about; is visible and accessible in the role to the churches.
- Fosters effective team working by involving all team members.
- Distinguishes effectively between what should be done by others and what one should do oneself.
- Empowers others by delegating appropriate tasks and responsibilities to them.
- Monitors performance and gives unbiased constructive feedback to helpers.
- Ensures that others buy into church goals and mission.
- Encourages innovation and creativity in others, actively supports others in achieving, learning and developing their giftings.
- Encourages open communication to promote good morale and co-operation within team.

## General

- Skills at levels appropriate to the post in numeracy, written and spoken English, and technology.
- Is able to pray with someone in need.
- Meets with other staff to pray for the daily life of the churches.
- Does not discriminate based on gender, age, race, religion, colour, or sexual orientation.

