



# **Full-Time Church Worker**

**Nant Coch Church  
Newport, South Wales**

# **Application Pack**

**Application deadline: 29<sup>th</sup> February 2024**

## Contents page

<b>CONTENTS PAGE</b>	<b>2</b>
<b>THE POST</b>	<b>3</b>
<b>BACKGROUND INFORMATION</b>	<b>4</b>
<b>CURRENT CHURCH ACTIVITIES</b>	<b>5</b>
<b>OUR VISION FOR THE FUTURE</b>	<b>7</b>
<b>APPLICATION PROCEDURE</b>	<b>9</b>
<b>JOB SPECIFICATION</b>	<b>10</b>
<b>THE EVANGELICAL ALLIANCE</b>	<b>13</b>
<b>APPLICATION FORM</b>	<b>15</b>
<b>JOB ADVERT</b>	<b>18</b>

## The Post

We are looking for a committed and gifted full-time worker to play a key role as part of the church's leadership team to help us to fulfil our key objective and the church's mission.

### **Key objective**

To increase the membership of the church

### **Overall Mission**

- To help those living near the church to discover how much God loves and cares for them
- To help church members grow in Christian character and in the knowledge of God

# Background information

## Mission statement

By proclamation and demonstration of the truth of Christ's message, to increase the membership of the Church local and worldwide and to encourage every member to grow in Christian character and in the knowledge of God.

## Nant Coch Church

Nant Coch Church is situated in a mixed residential area of Newport near to the civic centre and under a mile from the centre of the city. The church building was originally a house, which has been converted and extended for use as a church. The house has many rooms which are used for activities with young people, and the entire top floor attic space (see photo below) is a dedicated youth space.

Nant Coch is an independent church, with its roots in the Brethren tradition, and is a member of the Evangelical Alliance. It enjoys good relations with the other churches in the area. The leadership of the church is carried out by a team of three elders who are supported by ten other leaders, each of whom takes responsibility for a different aspect of church life.

By the time the successful applicant takes up their post, the church will not have had a full-time worker for about four years. In the past, at various times and as the needs of the church have changed, we have had a single paid member of the leadership team taking on a specific role as a staff elder, youth worker, or youth and families worker.

Our congregation is made up of people of most ages although the majority are in the retired age group. Since the pandemic, the Lord has encouraged us through answered prayer with a small number of new families joining the church and, more recently, two conversions.



*Church entrance*



*Main hall – morning service*



*Upstairs room for young people*

## Current church activities

Below are the activities that the church currently undertakes. These are reviewed from time to time by the leadership team, and the new full-time church worker will be free to introduce new activities, to contribute to or modify the current programme subject to discussion with the elders and the leadership team.

### Sunday morning services

On a Sunday morning, we follow a theme lasting from 4 weeks to a term. Talks are given by visiting speakers, supplemented by home speakers. Singing is a mix of traditional hymns and more modern songs. Services are led by one of a small group of service leaders. We all come together at the start of morning worship for the first 20 minutes or so, and then the younger people are able to go to specific groups for their ages. At least once a month we have communion. The congregation, including the children who attend Sunday Club, averages around 50 people. Audio recordings of the service are made available on the church website for those who are unable to attend in person.



*Tea and coffee after the morning service*

Every month or two, we have an all-age service when the whole church family is able to join together in worship.

### Sunday evening services

The pandemic saw the end of our regular evening services, but we meet for communion in the evening whenever an all-age service occurs in the morning.

### Sunday Club activities

On a Sunday morning, up to 17 children/young people attend Sunday Club, although numbers vary considerably from week to week, depending on what other activities are happening elsewhere. The age range is between three and 13.

### Friday night activities

We recently introduced a fun night with games and activities for the young people on the last Friday of every month.

### Elements

A small group of teenage girls meets weekly for craft, Bible study and prayer.

### Babies and toddlers

The church runs a popular babies' and toddlers' group on a Tuesday morning.

### Community event

A monthly community event welcomes mainly older citizens from the local community.



## Mid-week Bible studies

There are three mid-week Bible studies. Once a month, a group of our older people gathers on a Wednesday afternoon. Some of our ladies gather on a Thursday, and Tuesday evening has a more varied mix of people who join together.

## Prayer meeting

A group of around ten people meets online on a Saturday morning each week for prayer.

## ICE Wales

A number of adults in the church are involved in ICE Wales' outreach to schools, which involves them in taking assemblies and running Bible clubs for pupils. Through these connections, the church has good links with its two closest primary schools. We open the church to local primary schools for Christmas and Easter presentations.

## Neighbourhood visiting

Two members of the congregation visit nearby homes on a Thursday afternoon.

## Church newsletter

We produce an occasional newsletter which is distributed to around 1,500 homes nearby.

## Pastoral care groups

The Church provides pastoral care to its congregation through smaller groups. These groups are intended to provide pastoral care, either from the group leader and/or from other group members. They also aim to provide fellowship beyond Sunday services, pray for each other and encourage each other to grow in the Christian faith.

## Further details

Further details of the church and its various activities can be found on the [church's website](#) as well as in the [church's annual report](#) to the Charity Commission.



*Tables set up for Community Event*

# Our vision for the future

## Role of the full-time church worker

**The successful candidate for the role of full-time church worker will play a key role in enabling** the church's mission "to increase the membership of the Church local and worldwide".

To do this, the successful candidate will work alongside the church leadership to refine, share and implement a renewed vision for God's work at Nant Coch. We are open to change and willing to try different ways of reaching out to the community and involving them in the life of the church. We are looking for a person with a vision for this sort of work and the charisma to interest those outside of the church as well as inspiring the congregation in their devotion to the Lord.



*Fellowship after morning service*

Our vision includes:-

**Membership:** Significantly increased, and a much more balanced age profile. Many "fringe" people, who have yet to come to faith, attending and coming to faith.

**Leadership:** An increased team of elders.

**Services:** One main Sunday service attended by all committed church members. They will have the same content but in a very different format from today – structured but less formal. Teaching will still be based on Bible exposition, but will be evenly balanced between doctrinal / theoretical and practical / application. Language will be simple and jargon-free. It will be relevant, lively, engaging and inspiring to everyone aged 14-99.

Sunday afternoons and evenings might be a totally different sort of church service, or might include occasional gatherings for prayer, special teaching sessions or one-off events. We may have mid-week services for those who cannot come on a Sunday for whatever reason.

**Music / worship** will be more diverse than at present. A group of musicians as well as more keyboard players will lead our worship in a wide variety of styles which everyone will enter into willingly, whatever their preferences. We will still sing some traditional hymns, but will sing more modern songs, including very recent ones.

**Service leaders** will be more varied and will involve more people in services.

**Fellowship:** Everyone will be part of a small group which will care for the pastoral needs of its members. These will be much more varied than at present. Some will be general Bible study groups, others will include one for mothers of young children, another for dads, one for young singles, an Alpha group etc. Some will have a specific focus – parenting, developing new modes of prayer ministry, training for a particular role or skill, drama, etc. Other groups may have no obvious religious purpose, but will strengthen fellowship among church members, e.g. a football team, a group



that goes out for meals regularly, a walking group, a pub quiz team. Membership of these groups will be much more fluid than at present.

There will be much more informal dropping in to see people for tea and chat. On such occasions, people will usually pray together.

**Buildings** will be open daily with church members on duty to offer friendship and help.

**Prayer meetings** will attract far more people than at present; there will be several a week, all very different in length and style, and occasional nights of prayer.

**Other activities** will continue, although maybe in very different formats. We will offer other services to the community, such as debt counselling, which people from the area will use.

New people will come to faith each month and baptisms will be held every three months or so. People coming to faith will get careful and dedicated mentoring / nurturing for a year or two by a more mature Christian of similar age and outlook.



*Main hall set up for babies and toddlers*



# Application procedure

## Read job specification

Candidates interested in applying for the post of full-time church worker at Nant Coch Church are asked to read:

- [Background information about the post](#)
- [Job specification](#)

Both of these are contained in this application pack.

## Email application

To apply for the post, candidates should email the following to [elders@nantcoch.org.uk](mailto:elders@nantcoch.org.uk):

- **letter of application:** the letter of application should, as a minimum, make clear the candidate's reasons for applying and their suitability for the post; it should be no longer than two sides of A4 (11pt Arial font).
- **enabling statement:** accompanying the letter of application should be a statement which outlines what actions the candidate would take to assess how best to enable the church to increase its membership; the statement should be no longer than one side of A4 (11pt Arial font); it may be set out as prose or as bullet points.
- **application form or curriculum vitae;** candidates should complete and submit the [application form](#) at the end of this application pack; however, the selection committee realises that completion of application forms can be time-consuming and is happy to accept an up-to-date curriculum vitae instead of the application form, provided that the curriculum vitae and letter of application cover all of the details set out in the application form.

## Interview process

Suitable candidates will be selected for a shortlisting interview with members of the church's leadership team. It is anticipated that interviews will take place in March or April 2024.

Shortlisted candidates will be invited for a more extended interview process which will involve meeting different groups from the church and leading part of a Sunday service. It is expected that the final interview process will take place in early summer.

The start date of employment is flexible and by mutual agreement during the final interview process.

# Job specification

## Title

The title of the position is “**full-time church worker**”.

## Employed by

Nant Coch Church, 68 Fields Park Road, Newport, South Wales, NP20 5BH.

## Reporting to

The church worker will be part of the church leadership team and will report to the elders of the church.

## Duties

Working as part of the leadership team and in conjunction with the elders, the successful candidate will play a key role in helping the church to fulfil its key objectives and mission.

The primary role of the full-time church worker will be that of drawing people, both on the fringe of the church and completely outside it, more fully into the life and worship of the church. This will involve agreeing, initiating, leading and enabling various activities designed to increase the membership of the church in partnership with other church members and will include establishing, developing and extending Christian contact with the community, identifying opportunities for evangelism and equipping church members for outreach. It will also mean providing appropriate nurture, teaching and training to those who show some response to the Christian message.

The church worker will also be expected to perform other secondary roles which will be agreed in conjunction with the elders, having regard to their giftings, abilities and interests. We do not expect the church worker to do everything, but their secondary roles could include some of the following:

- a helping with, leading and/or expanding the work with young people such as teen boys;
- b helping with, leading and/or expanding other aspects of the church’s existing work;
- c encouraging, supporting and enabling church members through change and all members in using their giftings to serve;
- d pastoral visiting church members;
- e providing teaching and training that will encourage members of the congregation to grow in Christian character and in the knowledge of God. This should involve ensuring that the basics of the Christian faith are presented clearly and appropriately, and that the disciplines of Christian living are both taught and demonstrated, so that members of the congregation are actively encouraged in their discipleship.

The church worker will be required to maintain a strong Christian faith and witness and develop skills as a Christian. This will involve:

- a maintaining a daily walk with the Lord through personal Bible reading, prayer and study;
- b attending short courses to extend knowledge and understanding of Christian application; such courses to be encouraged and financed by the church;
- c developing personal gifts and talents within the activities of the church;

- d becoming involved in all matters in relation to the life of the church and as a member of the leadership team;
- e becoming a fully committed member of the church and attending Sunday services as such.

The church worker will also be required to support the elders and leadership team in the wider work of the church. This will involve:

- a being present at relevant leadership team meetings, major church meetings and, when invited, elders' meetings;
- b working effectively as part of a team;
- c adhering to, and setting an example in, following the church's health and safety policies and safeguarding procedures;\*\*
- d using own initiative to develop the role in co-operation with the guidance of the church leaders.

Dependent on the successful applicant's particular gifts, there may be other opportunities.

## **Qualifications and personal characteristics required**

### **1 Essential: – the full-time church worker must:**

- a be a committed and practising Christian, prepared to signify their unreserved acceptance of the Basis of Faith of the Evangelical Alliance<sup>1</sup>;
- b have a passion for Jesus and a passion for His people<sup>1</sup>;
- c be an effective role model; their lifestyle and moral behaviour are expected to bear witness to their Christian commitment and to be consistent with Biblical truth and the church's teaching<sup>1</sup>;
- d believe and uphold Biblical Christian beliefs and ideals in relation to marriage and sexual relationships<sup>1</sup>;
- e be able to communicate God's word effectively in groups and on a one-to-one basis;
- f understand the pressures and difficulties of modern life and know how to work alongside people to awaken an interest in and deepen commitment to the Christian faith;
- g be able to use a computer and/or smart phone as a tool for work and communication.

### **2 Desirable: – while not essential, it would be desirable for the full-time church worker to have:**

- a some formal Biblical training, as evidenced by a qualification;
- b the ability to drive a car (with a full, current driving licence);
- c the ability to play any musical instrument sufficiently well to lead a small group;
- d previous experience in working within a church context in leading and / or managing a team.

## **Place of work**

The normal place of work shall be considered to be the church premises at the above address where an office area is available in the church building. Some preparatory and study work may

---

<sup>1</sup> These qualifications constitute a "Genuine Occupational Requirement"

be done at home. Attendance may be requested or required at other locations, from time to time, to fulfil the requirements of the role.

## **Hours**

The total number of hours worked each week shall be not less than 35. Average weekly hours of work should be 37 over a 12-month period (excluding holidays). Attendance at church on a Sunday is not counted as part of these hours. These hours may include time spent fulfilling the role during evenings and on Saturdays. It is accepted that time spent visiting homes or in pastoral care in other places is part of the working week.

One day a week shall be a “rest day” during which no contact shall be made with the church worker on church business (unless in emergency).

The church worker will be expected to keep a log of time spent by broad areas of activity for review and development purposes.

## **Salary scale**

The salary is negotiable for this position depending upon qualifications and relevant experience. Salary will be paid monthly by direct bank transfer, usually in the last week of each month.

The salary will be reviewed annually, on the anniversary of commencement.

## **Expenses**

The church will pay an allowance to cover the cost of a mobile phone, and renewal and upkeep of a laptop computer.

Reasonable out of pocket expenses in connection with the role will be reimbursed on presentation of receipts up to a maximum of £200 per month. Larger expenditure is possible by agreement with the church’s leadership.

Reasonable use of a private motor vehicle in carrying out church business will be reimbursed at a rate of 45p per mile subject to submission of a log of journeys. Mileage incurred commuting from place of residence to place of work (Nant Coch Church) will not be reimbursed in accordance with normal working practices.

## **Length of employment**

The initial length of this employment shall be for a two-year term.

Subject to this role proving successful in achieving the church’s objectives, it is anticipated that it would be extended. A decision on this extension will be made after the first 1½ years.

The first three months of employment will be a probationary period during which either the church worker or Nant Coch Church may terminate this contract.

Following this probationary period, if the church worker wishes to terminate the contract before its expiry, the church will require three months’ notice to be given and worked.

The church will give six months’ notice if its intention is not to renew the contract.

## **Pre-employment checks**

Employment is subject to a satisfactory DBS check as required under the church’s safeguarding policy.

We can only consider applicants who have the right to work in the UK; employment is subject to confirming this.

# The Evangelical Alliance

## Basis of Faith

Nant Coch Church subscribes to the Evangelical Alliance's basis 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.

## The Evangelical Relationships Commitment

We also abide by The Evangelical Relationships Commitment which is a modern re-wording of the eight Practical Resolutions originally agreed at the 1846 Assembly that launched the Evangelical Alliance. They were written to guide members in their relationships with other Christians. These are as follows:

### AFFIRMATIONS

- 1 We welcome as Christian brothers and sisters all who experience the grace of new birth, bringing them to that fear and knowledge of God which is expressed in a life of obedience to His word.
- 2 We recognise our Christian duty of trust and mutual encouragement to all who serve Christ as Lord, not least to those who conscientiously prefer not to be identified with the same churches, alliances or councils as ourselves.
- 3 We respect the diversity of culture, experience and doctrinal understanding that God grants to His people, and acknowledge that some differences over issues not essential to salvation may well remain until the end of time.

## **ACTIONS**

- 4 We urge all Christians to pray as Christ prayed, that we may be one in the Father and the Son, and so by the Spirit promote personal relationships of love, peace and fellowship within the Body of Christ, His universal Church.
- 5 We encourage all Christians earnestly to contend for biblical truth, since only as we are open to learn from others and yield fuller obedience to the truth will we be drawn closer to Christ and to each other.
- 6 We call on each other, when speaking or writing of those issues of faith or practice that divide us, to acknowledge our own failings and the possibility that we ourselves may be mistaken, avoiding personal hostility and abuse, and speaking the truth in love and gentleness.
- 7 We owe it to each other, in making public comment on the alleged statements of our fellow Christians, first to confer directly with them and to establish what was actually intended. Then to commend what we can, to weigh the proportional significance of what we perceive to be in error, and to put a charitable construction on what is doubtful, expressing all with courtesy, humility and graciousness.
- 8 We rejoice in the spread of the Gospel across the world and urge all Christians to commit themselves to this task, avoiding unnecessary competition and co-operating, wherever possible, in the completion of Christ's kingdom of peace, justice and holiness, to the glory of the one God – Father, Son and Holy Spirit.

# Application form

[A separate copy of this form is available for download as a Microsoft Word document]

## Personal Details

Full name	
Date of birth	
Gender	
Address	
Mobile phone number	
Email address	

## Education

[Please give details of education from age 11 – if you need more rows, press tab when in the last cell to generate a new row]

Name of school/college/university	Dates attended	Subject/course	Level/grade

## Employment history

[Starting with your current or most recent employer, please give details of your employment history – if you need more rows, press tab when in the last cell to generate a new row]

Name of employer	Position and responsibilities	Dates	Salary	Reason for leaving

## Christian commitment

When did you become a Christian?	
How did you become a Christian?	
How have you grown as a Christian?	

## Leadership experience

What previous experience have you had of church leadership?	
Describe when you have shown leadership skills in working within a church or organisation	
Describe a time when you have shared and implemented a vision in your work	

## References

[Please provide names and contact details of three referees]

### Current or most recent employer

Name of referee	
Role/position	
Address	
Phone number	
Email	

### Current church leader [or other church referee if church leader is current employer]

Name of referee	
Capacity in which referee knows candidate	
Address	
Phone number	
Email	

### Other

Name of referee	
Capacity in which referee knows candidate	
Address	



Phone number	
Email	

### Declaration

Have you ever been cautioned, charged or convicted of a criminal offence or are you at present subject to criminal charges?	Yes/No
<p>NOTE: This position is exempt from section 4(ii) of the Rehabilitation of Offenders Act 1974 as the position will mean access to people under 18.</p> <p>You are therefore NOT entitled to withhold information about convictions which, for other purposes, are 'spent' under the provisions of the Act.</p> <p>If YES, what was the nature of the offence? The disclosure of an offence may not be a bar to your application.</p>	
Do you have the right to work in the UK?	Yes/No
From what date will you be available to take up a new position?	
Please enter your name to declare that the information you have provided is accurate and true to the best of your knowledge.	
Date	

# Job advert

## JOB ADVERT

### Full-Time Church Worker: Nant Coch Church, Newport

We are looking for a committed and gifted full-time church worker to play a key role as part of the church's leadership team to help us to achieve our key objectives and fulfil our mission.

**Key objective:** to increase the membership of the church.

**Overall mission:** to help those living near the church to discover how much God loves and cares for them and to help church members grow in Christian character and in the knowledge of God.

### Job description

Working as part of the leadership team and in conjunction with the elders, the successful candidate will play a key role in helping the church to fulfil its key objectives and mission.

The primary role of the full-time church worker will be that of drawing people, both on the fringe of the church and completely outside it, more fully into the life and worship of the church. This will involve agreeing, initiating, leading and enabling various activities designed to increase the membership of the church in partnership with other church members and will include establishing, developing and extending Christian contact with the community, identifying opportunities for evangelism and equipping church members for outreach. It will also mean providing appropriate nurture, teaching and training to those who show some response to the Christian message.

The church worker will also be expected to perform other secondary roles which will be agreed in conjunction with the elders, having regard to their giftings, abilities and interests. We do not expect the church worker to do everything, but their secondary roles could include some of the following:

- a helping with, leading and/or expanding the work with young people such as teen boys;
- b helping with, leading and/or expanding other aspects of the church's existing work;
- c encouraging, supporting and enabling church members through change and all members in using their giftings to serve;
- d pastoral visiting church members;
- e providing teaching and training that will encourage members of the congregation to grow in Christian character and in the knowledge of God. This should involve ensuring that the basics of the Christian faith are presented clearly and appropriately, and that the disciplines of Christian living are both taught and demonstrated, so that members of the congregation are actively encouraged in their discipleship.

### Qualifications and personal characteristics required

#### 1 Essential: – the full-time church worker must:

- a be a committed and practising Christian, prepared to signify their unreserved acceptance of the Basis of Faith of the Evangelical Alliance<sup>2</sup>;
  - b have a passion for Jesus and a passion for His people<sup>2</sup>;
  - c be an effective role model; their lifestyle and moral behaviour are expected to bear witness to their Christian commitment and to be consistent with Biblical truth and the church's teaching<sup>1</sup>;
  - d believe and uphold Biblical Christian beliefs and ideals in relation to marriage and sexual relationships<sup>1</sup>;
  - e be able to communicate God's word effectively in groups and on a one-to-one basis;
  - f understand the pressures and difficulties of modern life and know how to work alongside people to awaken an interest in and deepen commitment to the Christian faith;
  - g be able to use a computer and/or smart phone as a tool for work and communication.
- 2 **Desirable:** – while not essential, it would be desirable for the full-time church worker to have:
- a some formal Biblical training, as evidenced by a qualification;
  - b the ability to drive a car (with a full, current driving licence);
  - c the ability to play any musical instrument sufficiently well to lead a small group;
  - d previous experience in working within a church context in leading and / or managing a team.

## **Other**

This would be a full-time position (i.e. 37 hours per week).

There is an occupational requirement for the post-holder to be a Christian.

Applications can only be considered from those who are UK citizens or who otherwise have a right to work in the UK.

## **Salary**

The salary is negotiable, depending upon qualifications and relevant experience.

## **Timings**

There is flexibility as to the start date for the position. However, ideally, the candidate would be available to start in the summer of 2024.

The closing date for applications is 29<sup>th</sup> February 2024.

## **Applications**

---

<sup>2</sup> These qualifications constitute a "Genuine Occupational Requirement"

Further details are available in the application pack and application form which can be downloaded from the church website: <https://www.nantcoch.org.uk/application-pack-and-form.html>.

If you have any questions regarding the role, or the application process, please feel free to contact the elders via [elders@nantcoch.org.uk](mailto:elders@nantcoch.org.uk).

To apply, please send a completed application form to [elders@nantcoch.org.uk](mailto:elders@nantcoch.org.uk).

## Job advert



# Nant Coch Church

Newport, South Wales

*requires a*

## Full-time church worker

We are looking for a **committed Christian** who loves working with people and has a passion for reaching others for Christ.

We would love someone who is experienced, enthusiastic, tireless, energetic, innovative and hard-working – but our main priority is to find someone who knows God's love and forgiveness and **longs to serve Him**.

The successful candidate will **play a key role on the church leadership team**, helping us to accomplish our key objective to increase the membership of the church and to fulfil our mission to reach others and create disciples.

Nant Coch is a **friendly church**. Around 50 adults and children attend our Sunday morning service and activities. There are various midweek activities. It is a member of the Evangelical Alliance.

If you are interested in joining us, please download a **full job specification** from [www.nantcoch.org.uk](http://www.nantcoch.org.uk) or email [elders@nantcoch.org.uk](mailto:elders@nantcoch.org.uk) for further details.