



Job Description – Ministry Assistant

To start no later than September 2025

Purpose of role

- to encourage, train and raise up gospel workers for tomorrow's harvest field (Matthew 9:37-38). This role will equip you for a lifetime of serving Christ and the gospel in church life. It will also help you to explore whether paid ministry (youth, children's, student, workplace or ordained) might be for you in the future.
- to help to fulfil our mission to "follow Jesus, serve one another and reach our city" at Holy Trinity

The Three Elements of the Role:

Bible Ministry in Practice

We see the key role of those who lead, teach and pastor in churches as being to pray, and to teach the gospel and train others in discipleship and evangelism (Acts 6:4; 2 Timothy 4:1-5). The role gives you the opportunity to observe and practise Bible ministry in one or more ministry area (eg. students, youth, children, music, or evangelism). This role is likely to involve assisting with the leadership of our Student Group, helping lead evangelistic groups, and helping on the team for one of our afterschool clubs and

other occasional children's ministry. Some engagement in local mission and groups for older members is likely. The Ministry Assistant attends our weekly staff Bible study/prayer and planning meetings.

You will be given increasing levels of responsibility over time according to experience and with training, including leading Bible studies or services and giving Bible talks. You will be involved in 1-1 discipling, helping lead Bible study groups, working with teams of volunteers, and planning and leading Sunday services. You will work closely under the guidance and support of our clergy.

To broaden your experience we may link you for shorter periods to a further ministry area.

To support and develop your walk with God, mentoring will be offered with a mature Christian. A desire to grow in godliness through corporate worship and prayer, daily prayer and Bible study, small group attendance, staff prayer times, and supporting the church's vision, will be expected.

Bible Ministry Training

As part of the scheme you will have fees covered to attend the weekly Ministry Training course in Cambridge (TEAM) including travel costs. TEAM offers training in Bible understanding and in Bible teaching skills to church assistants, interns and members from across East Anglia.

The Rector and/or Curate will meet with you weekly to help develop ministry skills and theological understanding with a focus on spiritual growth and on teaching the Bible. Additionally, you may attend one conference a year, usually the Maximise Conference, plus helping on one mission week such as the UEA Christian Union Events Week. You will also be encouraged to join the team leading on Keswick and/or a Pathfinder or CYFA summer Venture in July/August, and the church's summer Holiday Club for children aged 5-10. The church will fund these opportunities by agreement.

Ministry as Service

We expect the Ministry Assistant to serve in some practical ways on a weekly and occasional basis, in addition to the Bible ministry. This is a vital expression of serving Christ and others and supporting our whole-church vision.

This may include supporting graphic design or publicity, web and social media, helping in the livestreaming of services, and setting up and clearing away for larger services, midweek meetings or Sunday activities.

Person Specification

There is a genuine occupational requirement that you are a committed evangelical Christian who shares the convictions of our church. We seek a person of either gender demonstrating a good character, servant heart, a willingness to respond to God's leading on their life, a good grasp of Christian truth and the Bible, a desire to see the good news of Christ shared with others, and some experience of, or desire to develop in, Bible teaching ministry. You should be open to considering a call to a lifetime of paid gospel ministry.

Given the likely areas of pastoral service in this post, experience of student life and witness, or ministry with children/young people, is desirable. The post is subject to an enhanced DBS.

About Us

We are a lively Bible-teaching Anglican evangelical church near the centre of the beautiful city of Norwich. We have around 275 adult members, including a student group of around 20 members, and 60 children and young people, attending across midweek and Sundays.

Every Sunday we meet for two services (10am and 6.30pm) with congregation members from all across our community and city. Both services are also livestreamed.

Midweek we encourage whole-life discipleship and disciple-making by every member, including in our new members' course, small Bible study groups, one-to-ones and evangelistic courses. Young people, students and 20s+30s meet before or after our 6.30pm service, with children's groups up to aged 11 on Sunday morning during our 10am service. Various groups meet midweek to provide fellowship for members and to reach out with the gospel to groups of people in the local and wider community.

This post is currently for one person, but our ideal is to employ two Ministry Assistants when finances allow. The rest of our staff team consists of our Rector, Curate, Church Administrator, two Youth and Children's Workers, Parish Mission Enabler (Part-time), Finance/Office Administrator (Part-time) and Organist.

The vibrant area around us is a diverse community with many students, young adults, families and older people. We are a friendly, disciple-making, city centre and parish church with a wide influence across our city, offering fantastic experience of Christ-centred Bible ministry, and lots of time alongside clergy and other staff.

The north-east corner of our parish is an area with high levels of economic and social deprivation. We visit door to door and lease premises there, where we run weekly afterschool clubs and other groups.

In September 2022 we sent our previous curate with 25 members as a church "graft" to revitalise a church in Costessey. We also support wider mission through links with a number of mission partners in this country and overseas.

We hold confessional evangelical convictions about the uniqueness of Christ; His substitutionary atoning death for our sins, bodily resurrection, glorious ascension and coming return; the work of the Spirit in teaching us truth and transforming our lives; the inspiration, reliability and authority of Scripture and its primacy in Christian ministry; the church's commission to call all to faith in Christ, and eternal salvation through grace alone comprising repentance and faith leading to sanctification.

We are a member of the Evangelical Alliance and affiliated to the Church of England Evangelical Council, and uphold the teaching of Jesus and the Bible on marriage and sexuality.

Financial Package and Hours of Work

Salary £19,750 per annum for a four day (30 hour) week (including Sunday), plus one study day of funded theological training (usually Wednesday)

In value staff wellbeing highly, and expect our Ministry Assistant to take two weekly days off, and offer full holiday and pension entitlements. We expect all staff as members of the church to give some reasonable time voluntarily, separate from their paid hours.

Salary will be reviewed in January each year. Fees for training will be paid as set out in the 'Ministry in Training' section. The cost of agreed conferences and mission activities, and necessary expenses, will also be paid.

Length of this post

One year commencing September, with the possibility of a further year if funds permit and reapplication is successful.

To Apply

Please complete the application form from our website as noted below. This should be returned by email to Richard James at the address below before noon on Monday 2nd June 2025.



For more information about the role of Ministry Assistant, please contact Richard James via our office.:

W: www.trinitynorwich.org

E: info@trinitynorwich.org

T: 01603 622225