



# Associate Vicar – Job Description

Alive Church, Gateshead *Diocese of Durham • Part of the HTB Network of Churches*

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## 1. Role Title

Associate Vicar (Stipendiary, Full-Time)

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## 2. Purpose of the Role

The Associate Vicar will support the Vicar in the spiritual, pastoral, and organisational leadership of Alive Church, a growing multi-congregational parish. The post holder will exercise delegated responsibility for key ministry areas, contribute to the strategic development of the church, and provide oversight of one Sunday gathering as Service Pastor.

This is an ordained post (priest) within the Church of England, licensed by the Bishop of Durham.

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## 3. Accountability

- **Reports to:**  
The Vicar (Rev Rich Grant)
  - **Line management responsibilities:**  
Assigned staff and ministry leaders
  - **Member of:**  
Senior Leadership Team
  - **Works with:**  
PCC, Wardens, Operations Team, Ministry Leaders, Diocesan Officers
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## 4. Vision and Context

Alive Church is a contemporary Anglican church planted to serve Gateshead and the wider region. The church's vision is:

*"To see individuals, the church and our communities come alive in Jesus' name."*

Alive Church is part of the HTB Network and participates in its wider vision for evangelisation, revitalisation, and societal transformation.

The Associate Vicar will support the Vicar in ensuring that the parish's vision, values, and mission are delivered effectively and in accordance with diocesan, legal, and safeguarding requirements.

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## 5. Key Responsibilities

### A. Senior Leadership & Strategy

- Support the Vicar in the overall leadership and direction of the parish.
  - Contribute to strategic planning, ministry development, and organisational health.
  - Exercise delegated authority across agreed areas of ministry and operations.
  - Participate fully in the Senior Leadership Team, contributing to decision-making and oversight.
  - Represent the Vicar when required in internal and external settings.
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### B. Service Pastor for a Sunday Gathering

- Provide pastoral, spiritual, and operational oversight for one Sunday congregation.
  - Lead the congregation team (service leaders, worship, welcome, prayer ministry, production, and associated ministries).
  - Ensure the gathering reflects the church's vision, values, and safeguarding standards.
  - Oversee newcomer integration and pathways into discipleship, serving, and pastoral support.
  - Monitor attendance, engagement, and pastoral needs, reporting to the Vicar and SLT.
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### C. Communities & Discipleship

- Lead the development and oversight of Alive Communities (midweek groups).
  - Recruit, train, and support Community Leaders.
  - Develop and maintain clear discipleship pathways.
  - Ensure appropriate pastoral support, accountability, and reporting structures.
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## **D. Evangelism & Alpha**

- Provide leadership for the parish's Alpha ministry, including planning, delivery, and follow-up.
  - Develop parish-wide evangelism strategies and equip members for witness.
  - Ensure appropriate integration of Alpha participants into the wider life of the church.
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## **E. Staff & Volunteer Leadership**

- Line-manage assigned staff, ensuring clear objectives, accountability, and support.
  - Recruit, train, and develop volunteer leaders.
  - Promote a culture of collaboration, excellence, and servant-hearted leadership.
  - Support the development of prayer ministry teams.
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## **F. Preaching, Teaching & Worship**

- Preach and lead services regularly, including the administration of Holy Communion.
  - Contribute to sermon planning and teaching programmes.
  - Support the development of worship and liturgical practice in line with Church of England guidelines.
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## **G. Pastoral Care & Occasional Offices**

- Provide pastoral care to individuals and families as part of the pastoral team.
  - Conduct baptisms, weddings, funerals, and other occasional offices as required.
  - Ensure pastoral practice aligns with diocesan safeguarding and pastoral care policies.
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## **H. Governance, Risk & Safeguarding**

- Support the Vicar in fulfilling statutory responsibilities, including PCC, APCM, and reporting requirements.
  - Work with the Parish Safeguarding Officer to ensure compliance with diocesan safeguarding policies.
  - Promote a culture of safety, accountability, and good governance across all ministries.
  - Exercise sound judgement in handling confidential, sensitive, or complex matters.
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## **I. Administration & Operations**

- Work collaboratively with the Operations Team and Wardens to ensure effective systems and processes.
  - Contribute to administrative, operational, and financial tasks as required.
  - Ensure that ministry activity aligns with parish policies, diocesan requirements, and legal obligations.
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# **6. Person Specification**

## **Essential**

- Ordained priest in the Church of England (or a church in communion with it).
- Experience of leading teams in a multi-staff or multi-ministry context.
- Proven ability to lead ministry areas with measurable outcomes.
- Strong preaching and communication skills.
- Ability to work collaboratively within a leadership team.
- Experience of pastoral ministry and discipleship.
- Ability to manage complexity and competing priorities.
- Commitment to the vision, values, and theological ethos of Alive Church.
- Understanding of and commitment to Church of England safeguarding practice.

## **Desirable**

- Experience of leading Alpha or similar evangelistic programmes.
  - Experience in small-group systems or discipleship pathways.
  - Experience in multi-congregational or church-planting contexts.
  - Familiarity with the mission context of Gateshead or the North East.
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## 7. Practical Details

- **Hours:**  
Full-time (40 hours per week, including Sundays and evenings)
  - **Stipend:**  
Standard diocesan stipend
  - **Housing:**  
Provided in accordance with diocesan policy
  - **Annual Leave:**  
6 weeks plus retreat/training allowance
  - **Start Date:**  
To be agreed
  - **Safeguarding:**  
Enhanced DBS required; ongoing training mandatory
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## 8. Ministerial Development

- Supported through regular line management with the Vicar.
  - Access to diocesan CMD provision and HTB Network training opportunities.
  - Encouraged to develop ministerial gifts and leadership capacity.
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