



Job Profile

Job Title	Sheppard Scholar/Pastoral Assistant
Department	Church Operations (ChOps)
Salary	£25,000
Duration of contract	1 year
Responsible to	Associate Vicar for Mission
Location	St Martin's, Trafalgar Square, WC2N 4JH
Working Hours	Sunday-Thursday, full-time, fixed-term (September to July)
Main purpose of job	To live, work and pray as part of our Parish community, providing support to the clergy team and gaining valuable experience working in church ministry, pastoral care, preparation of liturgy and outreach to those in need. The role offers a broad range of opportunities to develop pastoral abilities, leadership, assembling volunteers and building community. This job will be particularly suitable for someone considering a vocation in ministry, someone who would like to gain more experience in a broad and inclusive church environment, or someone considering training for the ordained ministry.

Overview

St Martin-in-the-Fields (St Martin's) is an exciting place to work. Located in the heart of London on Trafalgar Square, we are a place for everyone, everywhere, every day – to worship, reflect, enjoy food and hospitality, music and the arts and much more. It's a place of encounter between God and humanity, the wealthy and the destitute, culture and commerce. Alongside our heart for ministry, we have beautiful spaces that attract thousands of people to our site each year. The church has a number of related charities for various causes and is well-known for its work with those on the peripheries of society, but also for its work with organisations both around the UK and abroad.

We are now seeking a Sheppard Scholar/pastoral assistant to undertake a year of vocational work with St Martin-in-the-Fields. The Sheppard Scholar role is a role created to provide a year of opportunities for learning and growth in the areas of service, study and pastoral care. This role will not only provide you with hands-on practical experience, but you will also receive training and mentoring from the Associate Vicar for Mission which should provide insightful and practical help during your discernment process.

Main Duties and Responsibilities

Your role will combine a number of the following aspects. However, this list is not exhaustive, and the role will combine many parts of church life.

1) Sunday International Group

Supporting the Associate Vicar for Mission on all aspects of the Sunday International Group. This group provides community and hospitality each week (including a hot meal, laundry and showers) for refugees and asylum seekers, or those with no recourse to public funds facing destitution in London. You would be needed for this group each Sunday between 11 am and 7 pm.

This part of the role includes:

- Being a regular presence alongside the Associate Vicar for Mission each week in building relationships, trust and stability within the group and working closely with the team leaders and volunteers;
- Coordinating the provision of food and equipment for the Sunday International Group, and ensuring it is available for use on the appropriate days;
- Coordinating volunteers;
- Keeping an up-to-date register of guests and managing the welcome desk;
- Responsible for the set up of sessions and clearing up afterwards;
- Reporting back on operational and maintenance issues to the Connection with regards to equipment, washing machines etc;
- Helping to coordinate, organise and facilitate the training of volunteers;
- Following correct data processing regulations to keep all contact details and attendee lists secure;
- Following up on pastoral care needs of those attending the group and bringing situations of need to team meetings; and
- Helping to organise special activities e.g. away days, Christmas dinner, pilgrimage etc.; and
- Participating in a weekly group called Spiritual Space at St Martin's, working together with people experiencing homelessness.

2) Sanctuary in the City

Supporting the Associate Vicar for Mission with Sanctuary in the City. This is a time of prayer, music, silence, contemplation and reflection at St Martin's each Wednesday afternoon. It includes Sung Eucharist at 1 pm, Choral Evensong at 4 pm, Contemplative Prayer at 5 pm and our informal, contemplative Eucharist called Bread for the World at 6:30 pm which is followed by small groups. You will be invited to be part of these Wednesday afternoons each week and invited to help facilitate, lead prayers, give reflections or join in other activities on these Wednesday afternoons on an occasional basis, and will be given support in preparation for this by the clergy team.

This part of the role includes:

- Helping to prepare these weekly services;
- Coordinating volunteers and the logistics needed for others to take part in these activities;
- Facilitating small groups after Bread for the World onsite or online;
- Helping volunteers from the congregation to prepare prayers and readings for Bread for the World;
- Helping to facilitate the involvement of International Group members in Bread for the World, the Nazareth Community, and other parts of the church teams e.g., stewarding and participating in Sunday Services.

3) Education Committee

Being a member of the Education Committee. This group organises and facilitates some of the education and formation programme of the church which takes place throughout the year.

This part of the role includes:

- Helping to prepare and deliver the Lent Course, including materials for this course and participating in the organisation of groups in the church and online groups for up to 200 participants.
- Helping to prepare, organise and event manage the Autumn Lecture programme which consists of 6-9 lectures each year, as part of a team; and ensuring the smooth running of each lecture including publicity, stewarding, reception and evaluation of the programme.
- Helping to plan, prepare and deliver church away days/parish weekends; and retreat or quiet days.
- Communicating about education and formation events via social media.
- Taking part in regular Education Committee meetings and preparing minutes.

4) Nazareth Community

The Nazareth Community is a gathered community at St Martin's, of those seeking to deepen their faith through a simple rule of life involving Silence, Service, Sacrament, Scripture, Sabbath time and Staying With. You will be part of the community during their time at St Martin's, taking part in regular activities, sharing and hosting events. This community life aims to support the spiritual growth of all its members and in previous years has provided support for the Sheppard Scholar in their own spiritual formation.

This part of the role includes:

- Helping to facilitate one gathering each month;
- Participating in times of silence and contemplation; and
- Helping to provide an online presence at gatherings.
- Administering or facilitating small groups in the church or online

5) Common life of the church

This part of the role includes:

- Leading Morning Prayer on an occasional basis, and participating regularly. You will receive training to help you with this.
- Serving or assisting at lunchtime Eucharist services, Mon-Weds at 1 pm.
- You will be invited to share reflections at some of our weekly services.
- Supporting with the set up and clear up and hosting of some special services and events alongside the clergy and vergers e.g. weddings, seasonal services, festivals etc.
- Providing an online presence as and when required.
- Being the administrator for some online events and courses.
- Helping members of the clergy with occasional visits and events.

Knowledge, skills, and abilities

Essential

- Good administrative and organisational skills;
- Computer literate (Microsoft Word, Excel, Outlook and Zoom), including working with databases;
- Familiar with social media e.g. Facebook, Twitter;
- Ability to respond calmly yet confidently to last minute challenges and problems;
- Excellent community building skills;
- Team player with an interest in people, who enjoys working with others within a large and varied organisation;
- A good level of general education;
- An excellent knowledge of and sympathy with the aims, beliefs and ethos of St Martin-in-the-Fields;
- A compassion and inclusive understanding of diversity within the congregation, including those facing homelessness and situations of need;
- A willingness to take responsibility for the practical delivery of some of the events listed above; and
- Good communication skills with leadership teams at St Martin's.

Desirable

- Experience of working in a church.

Summary

We are looking for a person who wishes to have a really broad experience in a very diverse and exciting church; a person ready to learn, grow and commit to a mission programme inclusive of all. Those who have taken this position in the past have found it an incredibly valuable training and formation for future work in the church, social care or education.

Who we are looking for

St Martin's welcomes applications from all sections of the community and is committed to maintaining an inclusive working environment, with a diverse workforce. We value individuality, equality and representation and appoint on merit.

The post carries an occupational requirement, in line with the Equality Act 2010, that the successful candidate is a Christian.

How to apply

To apply for this post, please email the following to peopleandculture@smitf.org:

- A supporting statement, explaining why you believe you will excel in this role; and
- A CV detailing your relevant achievements including details of two referees, one of whom should be your current or most recent employer.

Revd Richard Carter