



BENTLEY PENTECOSTAL ASSEMBLY OF GOD CHURCH

JOB DESCRIPTION: PASTOR

Title:	Pastor / Pastoral Leader
Employed by:	The Church Council of the Bentley Pentecostal Assembly of God Church
Responsible to:	The Church Council of the Bentley Pentecostal Assembly of God Church
Work base:	Bentley Pentecostal Church and Bentley Pentecostal Community Centre both situate in Arksey Lane, Bentley, Doncaster, DN5 0RY

Note: Bentley Pentecostal Assembly of God Church is a registered charity whose charity number is 1052609. This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Church Council in consultation with the post holder.

It should be noted that Bentley Pentecostal Assembly of God Church has two buildings, the Church building and the Centre Building, which are situate within 25 metres of each other. References in this form to “the Church building” are understood as referring to both buildings and to any church plant or new work that may be authorised by the Church Council.

Hours: 37 hours per week or as required by the job. A flexible approach is essential to meet the changing needs and challenges of the role.

Purpose of the position

To provide a high standard and level of leadership, preaching, teaching and pastoral care for the spiritual benefit and development of Bentley Pentecostal Assembly of God Church (hereinafter referred to as “the Church”) particularly (but not exclusively) in peoples growth; in their relationship with God through Jesus Christ; their love for one another and the witness of their faith to others.

Duties and Responsibilities:

The essential requirements are:

1. To maintain her / his spiritual growth, particularly by giving time to prayer and the study of the Scriptures. Also to engage heart and mind through wide reading in areas of theology, spirituality, etc. and to develop ministry skills through a structured approach to training and development as directed by and through discussion with the Church Council.

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2. To develop and then hold the Church to the agreed Vision including regular reviews of the Vision to ensure it meets the changing needs of the Church and community. With the Church Council, determine priorities and develop strategies to enable the Church to work to that Vision ensuring that the Church keeps appropriate forms of outreach high on its agenda.
3. To oversee and, with others, to develop the ministry of the Word of God through both preaching and teaching in all appropriate forms (in Church services, small groups, and one-to-one).
4. To hold overall responsibility for the leading of public worship, for intercession for local and national concerns and God's worldwide work and the maintenance and development of the Bentley Leaders and other local and regional church networks.
5. To supervise and lead any other staff members that may be appointed from time to time, managing individual members in their delegated responsibilities, building up the team and pastoring them and their families.
6. To take up Church Membership as a full member.
7. To be a member of the Church Council, meeting with them on a regular basis; working in partnership to ensure that the decision-making processes of the Church through the Church Council are carried out effectively, with each member of the Church Council having a clearly understood role.
8. To be accountable to the Church Council on an ongoing basis through a process of appraisal and review. Also accountable to the Church when appropriate or necessary, maintaining appropriate confidentiality in all matters.
9. To submit a frank and detailed pastoral report at Church Council meetings, whilst maintaining appropriate confidentiality.
10. To equip and encourage the congregation of the Church in their Christian walk and participation within the Church.
11. To maintain an overview of all Church activities and existing team ministries and to recommend new Church initiatives as deemed appropriate for the building, strengthening, and extension of the Church body.
12. To lead, direct and support the Church through periods of change in consultation and partnership with the Church Council.
13. To serve the village of Bentley and surrounding areas by ensuring that Christ is proclaimed by word and deed, and that pastoral needs and visitation are met.

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14. To ensure the Church undertakes its responsibilities within Assemblies of God in Great Britain and within the Northern Region. She/he will be expected to attend all Regional days and the Assembly of God Annual Conference(s) and provide feedback.

15. There is an expectation that she/he will attend local Church, community, and committee meetings and such national meetings as the Church Council shall agree.

16. The Church requires the Pastor to conduct her / his affairs with such standards of integrity that no conflict of interest exists or can be reasonably implied or construed. She / he must not be the subject of any discipline imposed by the Assemblies of God that would prevent her/him from carrying out, restricting, or affecting her/his duties
The Pastor should deal with and respond to all correspondence and communications and deal with issues in accordance with the Communication Policy and Guidance. Where she/he has any doubts about this situation she/ he should discuss the matter with a member of the Church Council or ask for the issue to be brought to the Church Council according to the prescribed procedure.

17. To take care of her/himself and her/his family ensuring a work - life balance through adequate time for rest, recreation, friendship and family life.

Pastor - Bentley Pentecostal Church (Part –Time / Full - Time)

Bentley Pentecostal Church is an established Assemblies of God Church in the wider Doncaster Metropolitan Borough area (now the City of Doncaster). The church was founded over 90 years ago (1932) and is recognised as a caring faith community with a strong history in Missions both home and overseas.

It is an exciting time as we now seek a new Pastor who will work with the Leadership team to take the church into a new chapter of blessing.

We have invested in substantial upgrading of our facilities thanks to the generous level of giving by our members. In addition to our modern, well equipped church building, our separate Church Centre provides great potential and a strong platform to expand our witness into the wider community. We are currently installing new IT and communications in both buildings and the new Pastor will lead on the establishing of a new website.

The Pastor will have the full support of the leadership team and congregation in the development of the vision for the church and new ministries, expanding and re-establishing our witness through activities across age groups and the wider community. This will include the website and communications policy.

The new Pastor will:

- Have a good understanding of theology and the ability to teach from the Bible
- Have a pastoral heart for people
- Have a heart and vision for mission and outreach
- Be a good communicator
- Have a good understanding of 21st century culture and its implications in Christian ministry
- Have experience in Christian Pentecostal or Charismatic ministry, operating in and through the Gifts of the Holy Spirit.

The new Pastor will also hold to the Assemblies of God belief statement

For further details please contact Stephen Anderson (Elder) by email: steve.anderson@bentleypentecostal.com or telephone (07842768210).

The application will be in the form of a CV with a supporting letter, together with a completed application form for essential information. (Closing date: 2 April 2023)

A minimum of two references is required with one from your current or last employer. References will need to be provided before any appointment is confirmed.

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APPLICATION FORM 2023 - PASTOR

Title and Surname:		
Called Name:		
Formal First Name:		
Date of Birth (DDMMYYYY):		
Address Line 1:		
Address Line 2:		
Address Line 3:		
Town:		
Post code:		
Country:		
Telephone number:	Home:	
	Work:	
	Mobile:	
E-mail address:		
Zone:	Area:	
Name of Zone Leader:		
E-mail:		
Name of Zone Leader's Secretary:		

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E-mail:

(Please provide full dates as appropriate)

Date of Reception into membership of the Assemblies of God:

Date of Admittance as an ordained AoG Minister :

Date of Admittance to any other ordained Ministry:

The life of an (AoG) Pastor or Leader inevitably affects the lives of the family around them. Please feel free to share with us brief details about your family. This will help us to support accepted candidates in taking up the post and moving to the area.

Dates	Institution	Award

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Please list below other training undertaken in the last 5 years that would give evidence of skills for ministry.

Dates	Total contact hours	Education/Training Provider

List below all employers, starting with your present or most recent first. Please account for any gaps in employment.

Employer	Position Held	Dates from/ to	Reason for Leaving

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Please provide the contact details of two referees.

1. A referee who can write of your experience of Ministry, a person who knows you well for example a Senior or experienced Minister / Mentor.
2. Bentley Pentecostal Church's Safeguarding Policy requires that we take up references from a person's most **recent employer/volunteer/training institution/ Church**, who can broadly represent your professional work.

1.	Senior Minister / Mentor
Name of Referee:	
Address:	
Post Code:	
Email:	
Telephone:	
2.	Most recent Employer/Volunteer/Training Institution/ Church
Name of Referee:	
Address:	
Post Code:	
Email:	
Telephone:	
It is our practice to approach referees early in the process. May we contact your referees?	
If this request presents you with difficulty – for example, your employer is not currently aware that you are considering a move in Ministry then please contact us for a further conversation.	

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If you have any medical condition or disability which may require us to make adjustments to how we carry out the selection process, please let us know immediately by email to: steve.anderson@bentleypentecostal.com and indicate the kind of adjustments you require.

10. VISA REQUIREMENTS

Please be aware that under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to offer training / a study place to anyone who is not entitled to live or study in the United Kingdom. All candidates are asked to provide proof of their status (i.e. passport) **before** Bentley Pentecostal Church can confirm any offer of appointment.

Are you a UK Citizen? (Please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, it is possible that you may not be eligible to study in the UK without a visa. Please indicate if you require a visa. (Please tick)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If “No” please indicate the basis on which you are eligible to study/ live in the UK, and ensure the names and ages of all dependent relatives are entered at section 4.		

Please note that all recommended candidates, are required to successfully complete a DBS application form or CRB (Scotland) check prior to taking up an appointment.

Bentley Pentecostal Church is a Christian organisation committed to social justice and resolutely opposed to discrimination in society. In employment we actively seek to recruit with the right mix of talent, skills and potential, promoting equality for all, and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values and purposes of the organisation.

- a) I hereby confirm my offer as a candidate for this post as Pastor – Bentley Pentecostal Church.
- b) I have read and assent to the doctrinal standards set out the Assemblies of God. I accept that in applying for this post I should be an Assemblies of God accredited minister, or be suitable and

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willing to become one. I also confirm that if successful in this application and appointed to post I will hold to the Assemblies of God belief statement, and fully support the vision, values, and direction of Assemblies of God GB.

Candidate's Signature

Date.....

- I have met with (Candidate's name) and confirm that details provided in section 3 of this form have been verified by me and contain true information.
- I confirm that the copy of the page of the candidate's passport that states their nationality*/other proof of nationality (citizenship)* submitted with this form is a true copy of an original document. (*delete as appropriate.)

- I am satisfied that the candidate has made an informed response to section 13 of this form.

Zone Leader's name:

Zone Leader's signature: Date:

AoG Zone

Returning your Application Form

Please note that the following documents should be sent with your signed and verified Application Form.

Please tick the boxes to indicate enclosures

A verified copy of the personal details page from your Passport and visa where necessary.

A letter of application together with a supporting statement of your suitability based on the Job for this post outlining your experience, qualifications, aspirations and vision for this role. A Curriculum Vitae (CV) may also be enclosed or attached.

A hard copy of your Application Form and supporting documents can be returned to:

Stephen Anderson (Elder and Chair of Trustees):

Bentley Pentecostal Church - Arksey Lane, Bentley Doncaster DN5 0RY

Please email electronic copies to: steve.anderson@bentleypentecostal.com

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APPENDIX 1

Policy and Guidelines for the Selection and Appointment of Pastors / Ministers with a Criminal Record

Background

The Rehabilitation of Offenders Act 1974 states that certain offences may be regarded as 'spent' after set periods of time, and ex-offenders are not required to disclose their convictions unless the role for which they are applying is one which is deemed exempt from this provision. Exemptions relate to roles where there is unsupervised or regular contact with children, young people or adults who may be vulnerable, or where the role involves the supervision of people who have this contact.

Those seeking to apply for a post as Pastor or Leader are required to obtain an Enhanced Disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed. The Disclosure will include details of cautions, reprimands or final warnings, as well as all convictions (both spent and unspent) and other relevant information.

Principles

1. Having a criminal record, in itself, does not necessarily prevent a person from having an office or appointment within the Assemblies of God (Bentley Pentecostal Church). It is illegal to discriminate against an ex-offender on the grounds of a 'spent' conviction. Each person will be treated according to their merits and to any special criteria applying to the particular office or appointment.
2. Questions may be asked as part of the selection process prior to the commencement of the training programme, office or appointment about criminal records in order to ensure that people with such records are not inadvertently placed in vulnerable positions within the organisation.
3. Bentley Pentecostal Church (AoG) has a duty of care to the people with whom it works. Where it is judged, therefore, that a recent or serious offence might mean that an individual presents a risk to children or vulnerable adults, or could cause damage to the reputation of the Church, then that individual will not be accepted for a post in Ministry in Bentley Pentecostal Church (AoG)
4. Discrimination either in favour of or against persons already accepted, who have disclosed their criminal record is not permissible (unless the offence prohibits them under SO010 (2) – see 1 above).

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5. Information relating to disclosure of criminal records will be treated as confidential and restricted to those who are entitled to see it as part of their duties

6. Guidance

- Confirmation of appointment will be subject to a satisfactory disclosure being obtained from the Disclosure and barring Service.
- If either the individual or the Disclosure reveals convictions or other relevant information that either automatically prohibits the person from taking up the training, office or appointment under SO010 (2), or suggests that to do so would represent an unacceptable degree of risk to children, young people or adults who are vulnerable, then consideration will be given as to whether the appointment can proceed
- A decision to reject an applicant because of, or partly because of a criminal record should relate to one of the selection criteria, which is seen to be unmet, or to specific offences which debar someone from appointment (see below).
- Generally, an applicant who is rejected should be advised of the reasons.
- An applicant who is rejected on the grounds of a safeguarding concern will have a right to appeal to the Safeguarding Advisory Panel.
- Where an individual is accepted for appointment to a post with Bentley Pentecostal Church (AoG) and subsequently it becomes evident that the individual failed to disclose relevant information, the status of that person may be suspended, pending subject to disciplinary action.

It is the responsibility of the Church Council and Board of Trustees of Bentley Pentecostal Church to ensure that the guidance above is followed.
