



Godmanchester Baptist Church

Staff team roles from 1 April 2018

Pastors

All BUGB accredited pastors have responsibility to understand, interpret and indwell the Christian faith for the contemporary context, especially the Scriptures, so that both personally and corporately the church can embody its core values. They will communicate clearly in public and private settings, including small groups, written material and preaching. They offer servant leadership of the church, congregations and cells in such a way that the ministry of the whole church is developed.

They offer high levels of informed and compassionate pastoral care and support to individuals.

They lead the church in its mission, both participating in that mission personally, and enabling others to do so.

They welcome, affirm and include others in the life of the church to lead a just and inclusive church, to promote racial justice and to be aware of issues of gender-balance.

They manage child-protection and vulnerable-adult policies, establishing good practice in these areas, and promoting policies that counter domestic violence.

They exercise ministry in a multi-faith and multi-cultural environment and understand ministry in an ecumenical environment.

In addition, they fulfil these specific roles:

Senior Pastor: John Smith

John provides visionary leadership to the whole church and to lead, support and mentor LT and staff team. Lead the **Sunday morning and Songs of Praise congregations** (and provide oversight for Sunday evening services). Support small groups and small group leaders and lead on the provision of pastoral care to the whole church. Encourage world mission and be a member of mission team. Training and development of gifts and ministries.

Youth and Children's Pastor: Daniel Beckett

Daniel leads the **Generation Rising** congregation and is building a strong, vibrant youth and children's ministry. Lead, train and develop the youth and children's teams. Facilitate the transition for young people between children's, youth and adult activities. Provide pastoral care and support of young people`

Daniel is the Designated Person for Safeguarding of Children and Young People.

Church Administrator: Ruth Blakey

Working mostly Tuesdays, Wednesdays and Thursdays.

Communications: Weekly news and prayer emails and print outs, Annual Review, events leaflets, publicity

Child Protection: Processing and monitoring DBS applications

Premises Management: Room booking, guidance to building users, security, heaters, key holders and keys, photocopier, noticeboards, duty stewards and stewarding generally

Supervision: Cleaners appointment and management, office volunteers

Office cover: Deal with phones, messages, callers, activity leaders

General Admin: Database, calendar, website, filing, Blue pages, LT confidential business, ordering office supplies, petty cash, office cash processing, monitoring expenditure, invoices

Meetings: Pastoral Care Team, Staff Team meeting, LT and Church Meetings

Ruth has other responsibilities as a member of Leadership Team, see below.

Office volunteers: Roger Hickling, Craig Rattigan

Both our office volunteers cover a wide range of clerical duties. In addition, Craig usually takes and prepares minutes from LT and Church Meetings. Roger currently maintains the office databases, produces Blue Pages, and provides administrative support to the children's and youth teams.

Please refer to the document [LT responsibilities March 2018.pdf](#) for full details of the responsibilities of Leadership Team members and Church Officers.