



Newport and Carisbrooke Parish  
August 2025

## **Pastoral Assistant (Worship and Alpha) – Role Description**

### **Position Title:**

Pastoral Assistant (Worship and Alpha)

The churches of St John's Newport, St Mary's Carisbrooke and Newport Minster share a vision to see renewal in Jesus's name across the parish and the Isle of Wight. The Lord is calling us to grow and deepen our life of worship and evangelism. We are looking for a Pastoral Assistant who will help us focus on two key initiatives over the next year which are necessary to move our vision forwards: -

- (1) Contemporary worship at Newport Minster
- (2) Becoming a parish that leads with Alpha

### **Position Summary:**

The Pastoral Assistant (Worship and Alpha) plays a vital role in enabling the parish to reach new audiences with the good news of Jesus. The post holder will bring leadership, prophetic insight, new skills and energy, spiritual gifts and a servant heart in two principal domains. First, by bringing contemporary worship to the parish as a new style of worship. Second, in helping us to become a parish that leads with Alpha. This post carries a genuine occupational requirement to be a practicing Christian.

### **Key Initiatives over the year:**

- (1) As part of a team, to pioneer a new Sunday morning worship service focused on young families from 9-10am.
- (2) As part of a team, serve with us in pioneering a new inter-generational contemporary worship service at Newport Minster on Sunday evenings. Our intention is to establish a weekly service with spirit filled worship, community, prayer and preaching at its centre. Primarily, the role would be to prepare and lead the band at the service (which will include band members under 18 years of age). This would include overseeing song selection, AV set up, leading the band and developing musicianship (including taking a rehearsal).
- (3) As part of a team, lead our efforts to deliver Alpha courses across the parish over the next year. We hope to run an Alpha course each term through 2024/25. This would include leading a team to prepare and run Alpha, helping to host the Alpha course, coaching others into leading roles, leading small groups, part of the set-up and pack-down team, overseeing course administration, enabling the fullest participation of the wider Alpha team, nurturing new believers out of Alpha and enabling their next steps in the faith.

### Worship Leadership (indicative detailed tasks)

- Lead the congregation in Spirit-filled worship during Sunday services and special gatherings.
- Develop worship sets that blend contemporary music with theological depth, encouraging freedom and reverence.
- Facilitate moments of prophetic worship, ministry time, and spontaneous praise as led by the Holy Spirit.
- Recruit, equip, and disciple worship team members (musicians, vocalists, tech/media volunteers).
- Cultivate a team culture grounded in prayer, humility and spiritual growth.
- Provide regular pastoral support, encouragement, and accountability to team members.
- Integrate Scripture, prayer, and media to support each service's theme and flow.
- Coordinate worship schedules, team rehearsals, and planning meetings.
- Oversee equipment maintenance, media software (e.g., ProPresenter), and worship ministry logistics.
- Ensure timely communication with volunteers and leadership.
- Encourage creativity and innovation in worship
- Lead worship for conferences, prayer nights, outreach events, and other special church functions.
- Provide occasional worship leadership for baptisms, Christmas and Easter services, and other seasonal events as requested.

### Alpha Leadership (indicative detailed tasks)

- Schedule Alpha sessions (including online if needed), booking venues and managing dates.
- Oversee the registration process and maintain accurate records of guests and team members.
- Ensure materials (videos, discussion guides, invitations, etc.) are prepared and available.
- Recruit, train, and support hosts, helpers, and hospitality volunteers.
- Facilitate regular team meetings and prayer gatherings before and during the course.
- Encourage a culture of welcome, prayer, and servant-heartedness within the team.
- Promote Alpha through church announcements, social media, flyers, and personal invitation.
- Work with the church office or communications team to design and schedule promotional efforts.
- Serve as the main point of contact for guests before and during the course.
- Oversee each session to ensure smooth delivery of content and hospitality.
- Set up and supervise logistics (meals, media, room setup).
- Ensure the small group discussions are functioning well and offer support to leaders.
- Pray regularly for guests and team members.
- Help identify guests who may want to explore further faith steps or join other church groups.
- Assist in following up with attendees after the course ends for feedback, encouraging next steps in discipleship.
- Communicate regularly with church leadership to align Alpha with church vision and strategy.
- Ensure that guests are welcomed into wider church community life post-Alpha.

- Help organize any Alpha Celebration Services or Testimony Sundays.

### **Qualifications and personal specification:**

- A committed follower of Jesus with a vibrant spiritual life and belief in the power of the Holy Spirit.
- Strong musical and vocal ability and experience in leading contemporary worship.
- A heart for pastoring and discipling worship teams with humility and servant leadership.
- Understanding of charismatic worship dynamics including freedom in the Spirit, spiritual gifts, and sensitivity to prophetic moments.
- Effective communicator with organizational and leadership skills.
- A good team player, sense of humour and kind and respectful to all.
- Willing to accept instruction from the Rector.
- Willing to collaborate with a range of different people and teams across our communities.
- The highest regard to adhere to our policies and follow best practice in relation to all safeguarding expectations and requirements.

### **Terms of Employment:**

#### **Time Commitment:**

- Sundays plus two days mid-week (with Wednesday being ideal for Alpha in the evening, but not essential)
- We anticipate that the broad split would be:
  - x1.5 days for Sunday ministries, worship leading, preparation, rehearsals, band development and planning.
  - x1.5 days for Alpha, preparation, planning and delivery.
- It is a genuine occupational requirement that the post holder is a practicing Christian

#### **Pay:**

- £21k for 3 days per week.

#### **Contract:**

- x1 year fixed contract
- Sign off probation interview after six weeks
- Upon sign-off of probation period – each party shall not give less than 2 months written notice to cease the agreement
- Subject to annual review with the Rector

#### **Key relationships:**

- Rector
- Wider clergy team / other church leaders
- St John's Team
- Alpha Team and Alpha Mentor
- Other church musicians

- Church Wardens
- Other staff colleagues and lay leaders (including PCC members)

### **Safeguarding:**

As a diocese, we are committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults, and we expect all clergy, staff and volunteers to share this commitment. You will be required to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the diocesan allegations management procedure will be followed, alongside implementation of the disciplinary procedure as required.

You will need to undertake DBS checks at an Enhanced level for children with Barring check and provide a Confidential Declaration. You will also undertake and maintain currency of appropriate safeguarding training including:

- Basic Awareness
  - Foundation Learning  
Domestic Abuse
  - Safeguarding for Leadership
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