



Assistant Pastor

Job Description

Introduction

City Church Chelmsford was planted in 2020 by Danbury Mission Church¹ to share the good news of Jesus in mid-Essex and is part of the new Mission Essex network aiming to start and strengthen ten churches in ten years. Essex is in the fastest growing part of the country but has relatively few Evangelical churches so the need and opportunity are great!

In its six years the church has grown rapidly² and, in the autumn of 2025, moved into a historic city-centre building renovated for the church and opened a new coffee shop in that building that is drawing people into church life. The church added a second Sunday morning service in January 2026 to make space for more people and have baptised eleven people (including four teenagers) this year.

To continue to reach our area with the gospel and serve our expanding church family we are seeking to fill our Assistant Pastor role (the existing post holder is moving on to plant another new church within the Mission Essex Network). As a senior member of the staff team, the Assistant Pastor will share responsibility for planning, leading, and preaching at our Sunday services. They will lead a home group and support other home group and ministry leaders with resources and training. He will have regular opportunities to run evangelism and discipleship courses and take a leading role in church life events (prayer meetings, membership courses, weddings, funerals).

The Assistant Pastor must be a committed Christian seeking to live in accordance with the Biblical qualifications for overseers in 1 Timothy 3:1-7. He will seek to pray regularly for and provide pastoral care to members of the church family. He will “devote [himself] to the public reading of Scripture, to preaching and to teaching” (1 Timothy 4:13) and will ensure the church is involved in the Great Commission to “make disciples of all nations, baptising them in the name of the Father and of the Son and of the Holy Spirit” (Matthew 28:19-20) in order “to equip [God’s] people for works of service, so that the body of Christ may be built up” (Ephesians 4:12).

The recruitment process will require an application by 30th June, shortlisting, two interviews, references, and a final decision by the elders. The start date is flexible.

¹ City Church is part of the Danbury Mission Church CIO led by a joint team of Elder-Trustees from City Church and Danbury Mission Church

² From 35 to over 300 regular attenders, including 75 youth and children

The role will include:

1. **Regular preaching and leading of services.** The preaching programme will primarily be shared between the pastor and the assistant. He will help oversee the delivery of our weekly Sunday morning meeting and monthly church prayer meetings.
 - 40% of morning service preaching across the year
 - Lead and preach at other church events as required (weddings, funerals, evangelistic events etc)
 2. **Leading evangelism and discipleship programmes and events.** The assistant pastor will lead a home group and support other home group and ministry leaders with resources and training. He will also have opportunity to run evangelism, discipleship, and church membership courses.
 3. **Development of ministry.** We are constantly evaluating how to expand ministry to support our growing church. This may include mid-week ministry internationals, further youth ministry, and a Holiday Club.
 4. **Organising and delivering pastoral care.** All pastoral staff are expected to have a hands-on role in the support and encouragement of the congregation. (Pastoral care is delivered within an agreed framework including a Safeguarding Policy and Procedure)
 5. **Management oversight and operational responsibilities**
 - Attend and participate in pastoral team, operational and other meetings as required.
 - Ensure church provision operates in accordance with church policy and procedure.
 - Undertake key administrative tasks such as correspondence, monitoring and tracking as appropriate.
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Experience and Qualifications:

Essentials

1. There is a genuine occupational requirement that the post-holder is a male Christian who agrees with, holds to and lives out the theological position of the church in accordance with the church's Statement of Faith and Church Characteristics. The post-holder must be:
 - a. A mature, theologically trained Christian committed to God's Word and to growing in godliness
 - b. In full agreement with our Doctrinal basis of faith
 - c. Committed to expository preaching
 - d. A Partner (Member) of City Church Chelmsford
2. Theological training to degree level or equivalent is essential
3. Leadership experience within a church or Christian setting is essential
4. The post-holder must be able to demonstrate practical experience of preaching and leading in Sunday services as well as small-group Bible studies
5. The ability to communicate clearly and dynamically with others is essential
6. The post-holder must also have (or be willing to apply for) an unblemished DBS certificate for both Adult and Child Workforces, including barred list checks

Desirables

1. Experience organising and managing volunteers
2. Experience starting and/or developing new ministry initiatives
3. Interest and experience in youth work
4. Hold a First Aid certificate or be willing to obtain one
5. Strong IT literacy

For further information about the Church and its activities, please refer to our website:

www.citychurchchelmsford.com

Appendix 1- Statement of Faith

God

There is one God, who exists eternally in three distinct but equal persons: the Father, the Son and the Holy Spirit. God is unchangeable in his holiness, justice, wisdom and love. He is the almighty creator; saviour and judge who sustains and governs all things according to his sovereign will for his own glory.

The Bible

God has revealed Himself in the Bible, which consists of the Old and New Testaments alone. Every word was inspired by God through human authors, so that the Bible as originally given is in its entirety the Word of God without error and fully reliable in fact and doctrine. The Bible alone speaks with the final authority and is always sufficient for all matters of belief and practice.

The human race

All men and women, being created in the image of God, have inherent and equal dignity and worth. Their greatest purpose is to obey, worship and love God. God created us male and female, which is identified by our biological sex. Marriage is the exclusive union of one man and one woman and is a picture of the relationship between Christ and his bride the church. Sexual intimacy is a gift from God to be enjoyed only within the context of marriage.

The Fall

As a result of the fall of our first parents, every aspect of human nature has been corrupted and all men and women are without spiritual life, guilty sinners and hostile to God. Every person is therefore under the just condemnation of God and needs to be born again, forgiven and reconciled to God in order to know and please him.

The Lord Jesus Christ

The Lord Jesus Christ is fully God and fully man. He was conceived of the Holy Spirit and born of a virgin, and lived a sinless life in obedience to the Father. He taught with authority and his words are true. On the cross he died in the place of sinners, bearing God's punishment for sin and redeeming them by his blood. He rose from the dead and in his resurrection body ascended into heaven where he is exalted as Lord of all. He intercedes for his people in the presence of his Father.

Salvation

Salvation is entirely a work of God's grace and cannot be earned or deserved. It has been accomplished by the Lord Jesus Christ and is offered to all in the gospel. God in his love forgives sinners whom he calls, granting them repentance and faith. All who believe in Christ are justified by faith alone, adopted into the family of God and receive eternal life.

The Holy Spirit

The Holy Spirit has been sent from heaven to glorify Christ and apply His work of salvation. He convicts sinners, imparts spiritual life and gives true understanding of the Scriptures. He indwells all believers, brings assurance of salvation and produces increasing likeness to Christ. He gifts and builds up the church, empowering its members for worship, service and mission.

The Church

The universal Church is the body of which Christ is the head and to which all who are saved belong. It is made visible in local churches, which are congregations of believers who are committed to each other for the worship of God, the preaching of the Word, the administering of Baptism and the Lord's Supper; for pastoral care and discipline and for evangelism. The unity of the body of Christ is expressed within and between churches by mutual love, care and encouragement. True fellowship between churches exists only where they are faithful to the gospel.

The future

The Lord Jesus Christ will return in glory. He will raise the dead and judge the world in righteousness. The wicked will be sent to eternal punishment and the righteous will be welcomed into a life of eternal joy in fellowship with God. God will make all things new and will be glorified for ever.

Appendix 2- Characteristics

We are a church that keeps the Bible central

We are convinced that the Bible is the Word of God and speaks into our lives with His authority and reliability. We want the Bible to shape our beliefs and practice, so we are committed to listening and applying it to our lives. We also have a statement of faith that summarises the Bible's key teaching, which church partners sign.

We are a church that teaches the Bible expositionally

We believe that preaching is God's primary means of building the church. Our aim is to expose the original meaning of the text and apply it to today's listeners. We do this by taking the main point of the text and making it the main point of the sermon. Furthermore, as we believe God speaks to us throughout the entire Bible, we preach through whole books, in order to establish the context and meaning of each passage.

We are a church that teaches the Bible to children and young people

We aim to provide a safe place for children and young people to learn about God, meet their friends and have fun together. We believe that it is of central importance to invest in the spiritual development of young people through Bible teaching, and we work hard to do that in an accessible and engaging way across the age range. We encourage parents and carers to be fully involved in the spiritual development of their children and are committed to partnering with them in this process.

We are a church that reaches out, builds up and sends on

We summarise our mission as reach, build and send. We reach out to people with the gospel; build up Christians in their faith so that they can serve Christ in their daily lives and equip, support, and send others on to serve Christ elsewhere.

We are a church that remains accessible

We are committed to helping people hear the unchanging gospel in an ever-changing culture. This means we aim to keep our Sunday services and midweek activities as accessible as possible. We do this in a variety of ways, including:

- a welcome team to help visitors feel at home with us
- modern technology, communications media and musical arrangements
- an accurate translation of the Bible in today's English
- talks that explain the Bible's message clearly and apply it carefully to our lives today
- events & activities that build relationships with those on the fringe of church life
- community services, such as toddlers, youth groups, football training and lunch clubs

We are a church that encourages all-person ministry

We believe that every Christian in the local church has a useful ministry to exercise, and we encourage everyone to serve God in practical ways in the local church and out in the wider world. It is the primary role of the pastors to teach the Bible faithfully so that the congregation are strengthened and equipped to serve God in many different spheres and ways. It is a good rule of thumb to expect every church partner to be involved in at least one area of service.

We are a church that is self-governing and self-supporting

We are governed by our church constitution and handbook and are a registered charity under the supervision of the Charities Commission. As such, our church members have the privilege and responsibility for supporting the whole work of the church. We are not affiliated to any of the recognised denominations but we seek to have good relationships with other churches in the area. We are also members of the FIEC and Evangelical Alliance.

We are a church that takes a team approach to leadership

We are committed to team leadership. Elders are appointed every five years to watch over the spiritual health of the church and oversee particular ministries. These ministries are delivered through wider leadership teams. This organisational structure deliberately frees up the pastors to concentrate on their primary responsibilities of teaching the Bible, prayer and pastoral care.