



Associate Minister / Vicar

Job Description

Title:	Associate Minister
Employed by:	LPC Parochial Church Council (PCC)
Reports to:	Rector
Direct Reports:	Kids Pastor, Curate, ministry leaders, and volunteers
Location:	Leatherhead Parish Church and Lighthouse, Leatherhead, Surrey, KT22 8BD
Contract Type:	Permanent
Salary:	Clergy Stipend & Housing (a large 4-bedroom house within walking distance of the church)

Background

Leatherhead Parish Church (LPC) is in a season of exciting growth following a revitalisation in partnership with HTB in September 2022. We are an evangelical, charismatic Anglican church with a vision to **love God, love people, and make disciples of Jesus**.

Since revitalisation, LPC has grown to three Sunday morning services with 350+ attending weekly, over 170 in groups and with 135 guests on Alpha in 2025. Our Kids' ministry is thriving with near 100 registered and around 50 each Sunday across two services in six groups, and a younger youth group at the 11:30 service and a youth gathering currently on Sunday evening. We are passionate about raising a new generation of disciples, equipping families to follow Jesus, and planting new churches. We are Jesus centred, bible based and led by the Holy Spirit, and passionate about raising generations of passionate Jesus followers.

As LPC looks ahead, we are preparing to plant a new church in late 2026. Our current Associate Minister will lead that plant, and so this role represents an exciting opportunity to step into a senior leadership position as the Rector's 'number two', with long-term leadership opportunities at the heart of LPC's vision and growth.

Job Purpose

The Associate Minister will be a key member of the senior leadership team at LPC, with responsibility for overseeing ministries that serve families, young people, and oversight of Sundays while also playing a major role in the leadership, teaching, and pastoral life of the whole church.

This role combines:

- **Leadership of one of LPC's main Sunday congregations** as Service Pastor;
- **Shared responsibility for preaching, teaching, pastoral oversight, and leadership development** across the church;
- **Direct oversight of youth ministry** and strategic leadership of all family ministry;
- **Drive growth at Alpha or in our discipleship groups at LPC;**
- Acting as a **key deputy to the Rector** for staff and PCC leadership.

The Associate Minister will be both a visible Sunday leader and a strategic overseer, helping ensure that LPC continues to grow in depth, breadth, and reach in the years to come.

LPC Staff Team

The Associate Minister will join and help lead a gifted and expanding staff team:

- Rector
- Associate Minister (planting in late 2026)
- Head of Operations
- Curate
- Operations Manager
- Head of Kids
- Worship Pastor
- Kids Coordinator
- Head of Prayer & Social Transformation
- Church Executive Assistant
- Production Manager

The Associate Minister will be a **senior staff member**, working closely with the Rector and Head of Operations to provide leadership, vision, and cohesion across this team.

Key Responsibilities

Sundays Oversight

- Serve as Service Pastor for one of LPC's main morning congregations, carrying pastoral and leadership responsibility for its health, growth, and mission impact;
- Drive the growth on Sundays, building a dynamic, Spirit-filled community where people meet Jesus and step into lifelong discipleship;
- Provide visible, faith-filled leadership on Sundays through preaching, leading, ministry, and relational connection - ensuring every gathering is welcoming, Jesus centred, prayerful, and transformational;
- Oversee Sundays (welcome, worship, rising generation, hospitality, integration) supported by the Operations Manager to ensure services are excellent, accessible, and welcoming;
- Establish clear pathways for newcomers to move from first visit to full belonging and discipleship;
- Foster a culture of collaboration and excellence among staff and volunteer teams so that Sundays consistently embody LPC's vision and values.

Leadership of Rising Generation Ministry

- Drive growth across all Rising Generation ministries (0-18s);
- Provide vision and oversight for rising generation ministries;
- Take direct responsibility for youth ministry (11–18s), ensuring it is thriving, growing, and reaching young people in the church and community;
- Line-manage the Kids Pastor, supporting and equipping them to flourish in their role;
- Administrative support provided from the Kids Coordinator;
- Oversee strategy, programmes, and events that disciple children and young people, and partner effectively with parents.

Teaching, Training, and Pastoral Oversight

- Share in the preaching and teaching ministry of the church across services and ministries;
- Contribute to training of leaders, discipleship and courses;
- Provide pastoral oversight to group leaders and key ministry leads to enable effective pastoral ministry across the church;
- Act as a senior leader within LPC, deputising for the Rector when appropriate.

Oversight and growth of either Alpha or Deeper (our discipleship central groups)

Depending on gifting and passion, the Associate Minister will have either evangelism or discipleship oversight.

- Oversee and expand Alpha, aiming for continual growth, invitational culture across LPC and strong integration pathways into church. Or,
- Equip and multiply Group Leaders to foster intentional discipleship across the church.
- Encourage and enable everyone at LPC to be in a group to grow in their walk with Jesus.

Volunteer Leadership and Development

- Champion an Ephesians 4 culture - equipping and releasing the church for works of ministry, raising leaders who multiply leaders;
- Inspire, recruit, and empower teams of volunteers across all Sunday ministries, ensuring everyone serves with joy, clarity, and purpose;
- Build a culture of excellence and discipleship, where teams are relationally strong, spiritually alive, and missionally focused;
- Develop and deliver dynamic training and team nights that grow skills, deepen faith, and strengthen community across all serving teams;
- Identify and invest in emerging leaders, creating pathways for development and long-term ministry.

Resources and Administration

- Manage budgets and resources for Sundays, Alpha/Deeper groups and rising generation;
- Oversee planning and administration, ensuring sustainability and effectiveness;
- Administrative support from Church Executive Assistant;
- Provide reports and updates for PCC and senior leadership as required.

Person Specification

Essential:

- A committed follower of Jesus, passionate about the gospel and making disciples;
- Church leadership experience e.g. curate/pastor/associate/lead pastor/strong para-ministry experience;
- Passion for and experience in youth, families, or wider church ministry;
- Strong preacher and bible teacher, who holds to the authority of scripture;
- Able to lead a congregation and take responsibility for its pastoral, spiritual, and missional growth;
- Demonstrated ability to build, inspire, equip, and manage teams of volunteers;
- Training in theology, ministry or education (Ordination, Bible college or equivalent);
- Excellent interpersonal and organisational skills;
- Flexible, resilient, and able to lead in a fast-growing, dynamic church;
- Commitment to LPC's vision and values as part of the HTB network;
- Agreement with LPC's Leadership Commitment;
- A clear sense of calling to long-term church leadership;
- Understanding of safeguarding and child protection.

Desirable:

- Previous experience as an associate or assistant minister;
- Experience of growing ministries in a church context;
- Training in theology, ministry, or education (Bible college or equivalent);
- Familiarity with HTB, EA, New Wine, or similar networks;
- Full UK driving licence;
- Competence with IT systems and platforms (e.g., Microsoft Office, Canva, ChurchSuite).

Additional Information

- This full time role requires flexibility and includes a few evenings and occasional Saturdays as part of normal ministry life;
- An enhanced DBS check is required;
- Regular one-to-one meetings with the Rector will support workload and priorities;
- The Associate Minister will be provided with clergy housing, (a beautiful large 4-bedroom house) within walking distance of the church.