



TOP CHURCH

## **Job Description and Person Specification: Community Hubs Leader**

### **Overview of Top Church, Dudley**

#### **A Resourcing Church**

Since September 2018, Top Church has been home to a resourcing church led by Revd. James Treasure. As a resourcing church, Top Church has been awarded significant funding from the Archbishop's Council through the Strategic Development Fund (SDF). This investment in Top Church is designed to provide a highly visible, outward facing Anglican church that blesses the town by offering the opportunity to reconcile people with God.

SDF funding has enabled the church to employ a new clergy and staff team, as well as carry out internal re-ordering work to the building to make it suitable to host contemporary worship and community activities. Funding will also equip Top Church to renew and resource other churches to be a Christian presence within the heart of local communities.

The church currently holds two worship services on a Sunday and a mid-week communion service on Wednesday afternoons. Work to date has seen the church building go from being open a couple of hours a week to being in use six days a week. The church has successfully established Tiny Town and Places of Welcome, which are going from strength to strength, whilst the building hosts the Revive Learning Centre and other community groups. It engages with local schools and charities (such as CHADD) through the provision of chaplaincy services.

#### **Our Vision**

Situated at the top of the hill of Dudley High Street, Top Church (as St Thomas and St Luke's is known locally) is a thriving Anglican Church that strives to be a blessing to the community and a resource to other churches. Our mission is for the people in Dudley and beyond to experience 'life in all its fullness as Jesus promised.

#### **Our Values**

Our values guide the fulfilment of our vision and mission. Together they form an 'ecology' of the fullness of life, each in interplay with all the others, they are:

- **Worship:** Worshipping God is one of the most profound experiences humans can have and our highest priority: it forms us into God's people and roots us in God's story.
- **Community:** People are more connected today than ever before yet loneliness persists. At its heart, the church is a community where we can all participate, build trusting relationships, receive care and create space for others.

- **Openness:** We seek to be open to the Spirit through worship, engagement with the Bible, drawing upon church tradition and listening to one another.
- **Formation:** We recognise we all start our spiritual journeys from different places but believe we are called to be formed into the likeness of Christ.
- **Dignity:** To give and treat all people with dignity no matter their age, gender, health, race, material status or sexuality.
- **Hope:** The possibility of hope opens up our futures and is given even in the darkest moments.
- **Aspiration:** People can become and do more than they can ever imagine because they are made in God's image. We want to be a church that ignites and nurtures aspiration in people.
- **A Voice:** We are committed to helping everyone find their voice and, when necessary, speak for those who have no voice.

## Church Renewal Vision

The investment in this resourcing church shows the Church of England's commitment to the poorest communities where there is often a small and faithful witness but little impact or engagement with large numbers of the local community, including young adults and those in inner urban estates. The Dudley parish is one of the most deprived in our nation; please see <https://cuf.org.uk/parish/420324> for further information.

Dudley is home to six Anglican churches: Top Church, St Augustine's, St James, St John's, St Francis and St Edmund's. Whilst Top Church, St John's and St Edmund's are governed independently, the others fall under the Dudley Team. Led by the Team Rector, the Dudley Team provides leadership, as well as pastoral and administrative support. The Dudley Team will be entering into a period of transition in 2023, with the appointment of a new Team Rector and a remit to support Top Church's church renewal vision.

A key part of that vision is to resource other churches to re-establish an Anglican presence in the heart of Dudley's estates. This is with a particular focus on the Kates Hill and Wren's Nest/Priory estates. In action, Top Church will resource the congregations of St John's Church and St Francis Church to be hubs of renewed worship and community activity within these two estates.

We are working with both congregations to re-launch as community hubs in 2023. This will involve the appointment of new staff positions, including the Community Hubs Leader post, to launch community activities, maintain the buildings and ensure appropriate governance. A programme of building work at both churches will be pursued to ensure appropriate facilities are in place to provide welcoming spaces for the local community and worship. Such work will sit alongside existing building projects at Top Church that seek to complete internal improvements to the building, as well as major conservation repairs to the fabric of the church.

There is also great potential for St Augustine's to become a community hub. Already an active church in the community under the leadership of Rev Rachel Newell, St Augustine's is well positioned and equipped to expand its service to the Holly Hall and Woodside estates.

## **Church Profiles**

### **Hub 1: St John's Church, Kates Hill**

Kate's Hill has a population of nearly 10,000, with high levels of deprivation. A lot of housing was demolished and replaced post-war, which damaged community cohesion and caused many to move elsewhere. St John's Church, built in the 1800s, has fallen into significant disrepair and so the church meets in the Parish Hall opposite. The hall has excellent potential to provide a space both for worship and community activities. This is where the hub will take place. It requires work to make the entrance lobby, kitchen and toilets fit for purpose. The St John's congregation of around 18 are keen to see the building continue and develop as a place of worship and vibrant community activity. We believe there are many opportunities across the estate here to be seized!

### **Hub 2: St Francis Church, Wren's Nest and Priority Estate**

St Francis Church, built in the 1930s, is situated at the edge of both Wren's Nest and Priory estates. Combined, both estates are smaller than Kate's Hill, and Priory statistics show the area as somewhat less deprived (but still with much need). The St Francis building has excellent facilities including a community cafe (used as a vaccination centre in 2021/22), several meeting rooms and a large hall in addition to the church. Whilst fundamental facilities are in place, much of the building is in need of refurbishment. The congregation is around 20-25, mostly elderly. It looks back to a time when large numbers of children were involved in church life, whilst now there are only very few. Again, the combination of this fantastic building and the needs of the estate are ripe for opportunities.

### **St Augustine's Church, Holly Hall and Woodside**

St Augustine of Hippo was built in 1884 and serves the estates of Holly Hall and Woodside, being situated on the edge of the Holl Hall. The team released Rev Rachel from some of her wider commitments across the Dudley Team to focus on St Augustine's becoming a healthy sustainable church. Since then, the congregation have developed their worship style and strong links are beginning to be forged in the community including schools, foodbanks, coffee mornings and residential homes. The building itself is a flexible space benefitting from having no pews, with potential to host or run several community activities throughout the week.

### **St James Church, Eve Hill**

St James was built in 1840 to serve the area of Eve Hill. Over the years it has played a vital role in its local community by offering worship, pastoral support, working closely with the local school and providing a key place for occasional offices. Sadly, like the St John's Church building, it has significantly deteriorated and the small but faithful congregation are faced with £1.5m worth of repairs. In light of this, the Team Rector and PCC have committed to offer prayerful support to the congregation at St James as an alternative use for the building is explored over the next couple of years.

## Summary of the Community Hubs Leader Role

The role of Community Hubs Leader is integral to the fulfilment of Top Church's church renewal vision. To that end you will work closely with Revd James Treasure and the teams at Top Church, St John's and St Francis, to fulfil this vision and live out our vision, mission and values. It is therefore expected that you will be a member of one of these churches.

You will be a highly motivated leader, passionate about the Church's engagement with its local community and have a desire to bring dignity and hope to the communities of Kates Hill, Wren's Nest and Priory estates. This is not a job for the faint-hearted but for someone who is willing to work hard, get their hands dirty and have their heart broken. The role requires clear and strategic leadership. This type of job brings with it unique pressures; you will be part of a very supportive team working towards the same vision and have regular oversight from the Resourcing Church Leader.

The overall task of the job will be to establish the two community hubs at St John's and St Francis, ensuring that this vision happens! Examples of activities could include foodbank, kids clubs, homework clubs, lunches for the elderly, church services, places of welcome, toddler groups and debt advice.

Both churches have a very proud record of working in their communities and have experienced being 'community hubs' in years gone by. Our aspiration is for a community hub to be a place that is open to the community most days by offering a range of services, resources and networks. We want the hubs to be helpful and enable people to experience life in all its fullness. It will focus on the practical outworking of our faith rather than being focused on people 'finding faith'.

You will need to be determined, creative, strategic and tenacious. You will be excited about church renewal and be 'up for an adventure! A degree of flexibility and maturity will be required in order to grow with, and develop, the role as the demands and opportunities of the churches evolve.

You will possess a deep and living Christian faith with a visible commitment to prayer, worship and mission. Top Church believes that for transformation to fully happen, people need to belong to a worshipping community and to that end you will need to share this conviction. Most of all, you must have a passion to see the communities of Dudley's estates experience life in all its fullness, given dignity and be overflowing with hope.

## Job Description

Job Title:	Community Hubs Leader
Duration:	2-years (24 months) Fixed Term (may be extended subject to funding)
Location:	Top Church; St Francis Church; St John's Church
Reports to:	Resourcing Church Leader
Working Hours:	37.5 hours per week
Annual Leave:	28 days per year (inclusive of bank holidays)
Salary:	£31,500 a year (plus pension contributions)

## Key Duties

### Leadership and strategy

Through your example and leadership, you will embody our service to local communities. To this end you will:

- Pray regularly for Dudley's communities.
- Take the lead on developing this ministry which will involve: discernment and engagement, research and planning, as well as strategy and delivery.
- Recruit and lead a core team of volunteers. Develop volunteer skills, whilst having fun and building a sense of team, as well as enabling them to become effective and fulfilled volunteers.
- Be responsible for and manage the ministry budget, income, and expenditure. Ensure ethical stewardship of finances, resources and use of buildings.
- Attend and participate in staff meetings, including times of prayer and "daily office".
- Work collaboratively with all colleagues across all the churches.
- Identify funding opportunities additional to SDF to help fund the launch and operation of the community hubs. Prepare, submit and manage funding applications, as well as act of the point of contact for funders.

### Discernment, Research and Action!

Whilst you will receive support and oversight from Rev James Treasure, you are responsible for 'making things happen' on the ground and ensuring the success of this aspect of the project. It is anticipated that by the end of the two years, both churches will have become successful and sustainable community hubs, with activities that take place every day that serve their local community and forging strong links. Below is a framework that we believe will help deliver this; however, we recognise as you may come with experiences and ideas of your own on how to deliver the outcome.

Through research and engagement with the local community and prayerful discernment you will:

- Carry out research that identifies people groups in the Kates Hill, Wrens Nest and Priory estates.
- Identify a way(s) to give dignity and bring hope to people and meet their needs.
- Carry out a feasibility study of the project based on the above research.

- Write a proposal/business plan for the project to present to the Resourcing Church Leader and all key stakeholders. The proposal should include a clear plan, strategy, management structure, budget and evidence of sustainability.
- Pilot the project with timely reviews and evaluation with a view to scaling up.
- To work towards each church becoming a community hub that serves their estates 5 days a week.
- Secure a sustainable future.

## **Volunteers**

Recruit, coordinate, support, and develop teams of volunteers. To that end you will:

- Actively recruit suitable volunteers from within the churches to work with those in local communities, in accordance with our Safeguarding policy.
- Train, develop and have fun with our volunteers and enable them to be even more effective in their work with local communities.
- Encourage and celebrate volunteers, making them feel a valued part of our church and its ministry.
- Set up a prayer team to support you during the first year of research and discernment.
- Ensure all volunteers are reference-checked, Disclosure Barring Service (DBS)-checked and trained in safeguarding, in accordance with our Safeguarding policy.

## **Worship**

Whilst it is the job of the whole church to welcome and include everyone, it is the job of her leaders to embody it. This post is not just about attendance on a Sunday. However, we recognize there will be cross over and, for many people, wholeness can come through joining a faith community. To that end, we would like you to ensure 'welcome' is central and helps shape our Sunday worship services. To that end you will:

- Ensure there is a culture of welcome and hospitality for everyone across our churches.
- Ensure there are clear pathways available to anyone to take a full and active role.
- Provide any training necessary to help 'church members' welcome, befriend and share life with those who join our churches.
- Take an up-front role in communicating the vision of this ministry and regular updates on how the churches are bringing hope and dignity to its community.

## **General duties**

To undertake any other duties that may reasonably be required of this post holder, as directed by the Resourcing Church Leader.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Christian Spirituality</b>	A dedicated follower of Christ with a commitment to personal spiritual growth and a ministry centered in growing in Christlikeness with a 'heart' for the poor.	An awareness and some understanding of Anglicanism.
	Ability to articulate why this post is central to the mission of the church.	
	An active and consistent involvement in your local church.	
	In agreement with, and committed to, our Vision, Mission and Values.	
	Willingness to be an active member of Top Church, St John's or St Francis.	
<b>Qualifications, Training and Professional Development</b>	A minimum of 2 A-Levels	A DipHE or higher in theology (or equivalent).
<b>Personal Qualities</b>	Compassionate, well motivated, able to take initiative, to plan and carry out work without need for 'micro-managing'.	The ability to communicate a clear vision
	Able to handle, with competence, a demanding and varied workload.	
	Well-developed inter-personal skills with the ability to establish rapport with a diverse range of people and ages. A sense of fun is crucial!	
	A leadership gift with experience of leading and developing teams.	
	A commitment to prayerful strategic development, teamwork, planning, coordination and communication.	
	Good verbal and written communication skills.	
	Good IT skills and the ability to organise your work and working environment.	
<b>Community Work Experience</b>	Proven track-record of working effectively with local communities in a Christian/church context.	Proven track-record of working effectively with local communities in both Christian and secular contexts.
	Proven track record in partnering with other agencies.	Experience of delivering training
	Proven track-record of leading paid or voluntary work and/or ministry (Christian/Church/School/Charity context).	Experience of delivering safeguarding training.

	The ability to connect and establish rapport with people from all backgrounds.	Experience of securing external funding for community work.
	Good understanding of up-to-date safe practice with vulnerable people.	
	An effective and creative communicator/public speaker.	
<b>Other</b>	A willingness to adopt a flexible working pattern, including regular evening and weekend work.	Experience of working evenings and weekends.
	Willingness to undergo DBS enhanced disclosure.	

There is a Genuine Occupational Requirement for the post-holder to be an active Christian [Employment Equality (Religion and Belief) Regulations 2003].

This post is exempt from the Rehabilitation of Offenders Acts 1974 and is subject to a Disclosure and Barring Service (DBS) check prior to an offer of employment being made.