St Bartholomew's Edgbaston
THE OLD CHURCH

TWO YEARS · FULL TIME
FROM SEPTEMBER 2027

Ministry Trainee

Job description and person specification

Employed by	The Parochial Church Council of St Bartholomew's, Edgbaston
Responsible to	The Vicar, Revd Charlie Butler
Term	Two years, fixed term, from September 2027
Hours	37.5 hours a week, full time, including Sunday and the study day. Ministry hours would normally be spread across four or five days
Study day	One day each week protected for study, counted as paid time within the 37.5 hours, with the course paid for by the PCC
Day off	One full day each week free of both work and study
Pay	£13.21 an hour, £25,760 a year, from September 2027. This matches the National Living Wage from April 2027
Uprating	Each April, by the same percentage as the National Living Wage
Training	£1,000 a year for course fees, books, conferences and a retreat
Holiday	28 days a year including bank holidays, the statutory entitlement for a full-time post
Pension	Automatic enrolment, with 3% employer contribution
Probation	Six months

Purpose of the post

The invitation of this Ministry Trainee role is to spend two years sharing in the ministry of an Anglican parish under close supervision, in order to test a possible call to ministry, and to be formed for future life and ministry in any context.

The post has three primary ends:

- **Formation.** The trainee's growth in Christlikeness, knowledge of Scripture and competence in ministry is the first purpose of the post.
- **Discernment.** By the end of the two years the trainee, and those who have supervised them, should be able to speak with some confidence about what the trainee is suited and called to.
- **Service.** The trainee would carry real responsibility in the parish's ministry of Word and Sacrament, prayer, pastoral care, and the supporting administration for these.

Main responsibilities

The balance between these areas would be set in the learning agreement in the first month, on the basis of a successful candidate's interests, skills and experience. It would be revisited at each scheduled review.

Formation

- To attend the approved training course on the study day and complete its work.
- To prepare for and attend weekly supervision with the vicar.
- To follow a course of reading agreed with the vicar, including close engagement with the Thirty-nine Articles and the Book of Common Prayer.
- To attend an annual retreat and such conferences as are agreed.

Teaching Ministry

- To prepare and give teaching in settings agreed with the Vicar.
- To help lead a homegroup and/or Alpha course.
- To read the Bible one to one with members of the congregation as opportunities present themselves.
- To receive and act on feedback given on pieces of supervised teaching.

Children & Young People

- To share in leading the parish's groups for children and teenagers, under the group leader and within the parish safeguarding policy.
- To explore opportunities to develop and extend our ministry provision for under-18s, including new Sunday and midweek groups, and openings for ministry in educational institutions.

Student Ministry

- To share in the parish's work of ministering to students at the University of Birmingham, under the direction of our associate vicar and university chaplain.

Later Life & Pastoral Ministry

- To gain experience of ministry among older members of the congregation and parish, including accompanied visiting of the housebound and those in residential care, and sharing in services and groups for those in later life.
- To offer prayer with sensitivity in pastoral situations, learning how to do so alongside experienced colleagues.

Administration & General Duties

- To attend the staff meeting and share in the common work of the team.
- To carry a defined and limited share of administration, proportionate to formation.
- To undertake the administrative work related to these areas of ministry, helping the church to function well in practice.
- To comply with the parish's safeguarding, health and safety and data protection policies, and complete the safeguarding training the diocese requires.

Supervision and review

- Weekly supervision with the Vicar.
- A written learning agreement in the first month, setting out what the two years are seeking to form.
- A six-month probationary period, with a review and a written decision at its end.
- Formal reviews at 30 days, twelve months and twenty-one months.
- The twenty-one month review would look forward: next steps, references, and any conversation with the diocese.

The working week

- The 37.5 hours include Sunday and the study day.
- Ministry hours would be spread across four or five days, of which Sunday is one. The pattern would be agreed in the learning agreement and revisited at each scheduled review.
- The study day is given to the training course and associated study.
- Some evening work is part of parish ministry and would be counted within the 37.5 hours.
- One full day each week free of both work and study.

Person specification

ESSENTIAL

- **Faith and character:** A committed Christian, able to give an account of their faith. A settled habit of prayer and Bible reading. Reliable, and trustworthy with responsibility for other people
- **Vocation:** Thinking seriously about whether God may be calling them to ministry, ordained or lay, without needing to be certain
- **Conviction:** Aligned with the doctrine of the Church of England as set out in Scripture, the Creeds and the formularies, and willing to be taught within it
- **Teachability:** Open to guidance and supervision, and a reflective learner who learns from experience and feedback
- **Experience:** Some evidence of Christian service in a local church
- **Relating to people:** Able to relate well to children, teenagers and adults, and willing to work with all three
- **Practical:** Able to organise their own time and study. Clear spoken and written English. Able to live within reach of Edgbaston

DESIRABLE

- **Faith and character:** Some experience of the Daily Office or of Anglican liturgy
- **Vocation:** A conversation already begun with their own minister about vocation
- **Conviction:** Some acquaintance with the Thirty-nine Articles and the Book of Common Prayer
- **Teachability:** Evidence of having acted on hard feedback
- **Experience:** Experience of leading a small group, or of work with children or young people
- **Relating to people:** Experience across more than one age group
- **Practical:** Confidence with ordinary office software

No academic qualification is required, and there is no age requirement beyond the minimum of 18.

Conditions of appointment

- **Occupational requirement.** The post carries an occupational requirement that the holder be a practising Christian, under Schedule 9 to the Equality Act 2010.
- **Safer recruitment.** Appointment would follow the Church of England's Safer Recruitment and People Management Code of Practice: application form, confidential declaration, references taken up and followed, interview, and an enhanced DBS check at the level confirmed with the Diocesan Safeguarding team.
- **Right to work.** Evidence of the right to work in the United Kingdom would be required before appointment.
- **Fixed term.** The post would run for two years and would not continue in the same form.

Application process

Closing date: 12 noon, Thursday 31 December 2026

Interviews: from mid-January 2027

Post begins: September 2027

For an application pack, please contact Charlie. Conversations before applying are welcome, and anyone seriously considering the post may spend a day with the staff team first.

Contact: Revd Charlie Butler | 07814638235 | charlie@edgbaston.church