



THE CHURCH
OF ENGLAND
**Diocese of St Edmundsbury
and Ipswich**

Estates Pioneer

**St Mary Stoke Church
Fixed Term Contract
25 hours a week for 1 year**

Job Description

ABOUT ST MARY STOKE

St Mary Stoke is a friendly and inclusive church on the edge of Ipswich town centre. We have two services and a community food pantry on a Sunday; the 10am service is a modern communion with children's and youth groups, and the 6pm evening is an informal charismatic service. On Wednesday we have a traditional Choral Eucharist, and our Welcome Café is open to all who need a warm and hospitable place to be. For more details visit: <https://stmarystoke.org/>

We have a diverse parish in an area that suffers with much economic deprivation; many of those who live in our area are under-resourced and statistically considered to be "severely deprived".

Our vision is to see many come to life-changing FAITH in Jesus Christ; for our parish to find a renewed sense of HOPE through the power of the Holy Spirit; and that our worshipping communities would grow in the knowledge and LOVE of God, and in our commitment to love and serve others.

PURPOSE AND OBJECTIVES:

- To be responsible for pioneering ministry on our (social-housing) estates; developing and carrying out a plan for mission and ministry in these areas in consultation with the PCC and Ministry Team.
- To manage our Community Food Pantry: working with volunteers to oversee and facilitate this essential provision and to develop, equip, and manage the team of volunteers who make this work possible.
- To share faith enthusiastically and confidently; making disciple-making disciples will be one of the post-holder's main priorities. It is particularly important that the role holder is able to engage well with those who are overcoming addiction, struggling with mental health difficulties, and those who are dealing with financial hardship.

- To pray regularly for the parish, before and after sessions, with and for volunteers.

REPORTING TO

The Estates Pioneer (lay or ordained) will be employed by St Mary Stoke PCC and will be under the supervision of Revd. Sophie Cowan, Rector of St Mary Stoke Church, Ipswich.

KEY CONNECTIONS

- PCC and Ministry Team
- Existing volunteers
- Community Action Suffolk
- CAP
- CAUK
- Our Local Schools

KEY RESPONSIBILITIES

1. To oversee and develop pioneer ministry on the estates in our parish in a consultative process within the church, whilst evidencing consideration for the context and local community.
2. To raise disciple-making disciples – to be confident in sharing Christian Faith, Hope, and Love with adults and young people (of all backgrounds) so that they can go and do the same.
3. To help those living on our estates to explore the Christian faith in a creative and dynamic way:
 - though intergenerational engagement in worship, mission, and ministry,
 - encouraging and supporting participation (e.g: Services / Bible Study / Pantry / Seeds of Hope – a fresh expression that runs alongside the Pantry for reflection and enquiry / Recovery Group / On the Way : Christian Leadership Course / Faith Exploration Courses including: 'Start' and 'The Chosen' Series / Holiday Clubs / Community BBQs / After School Clubs / Youth Club including our Cinema Experience - Fresh Expression / After-school Club / etc...)
4. To consult with the local community and, in partnership, identify their needs and provide a range of social, education, and intergenerational activities which aim to meet these needs.
5. To manage and administer an agreed budget to enable the ministry to develop.

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6. To appraise and review initiatives and activities, and change, where necessary, the action and focus of work in consultation with, and agreement from, the Ministry Team and PCC.
7. To work with the Incumbent, and the Safeguarding Team, to ensure compliance with the church's Policy on Safeguarding and creating a safe space for all.
8. To recruit, support, and encourage volunteer leaders at St Mary Stoke.

OTHER RESPONSIBILITIES INCLUDE:

- Undertake appropriate training (provided).
- Attend Ministry Team meetings as required.
- Produce written reports about the pioneer ministry that is taking place in brief for bi-monthly PCC meetings, and as an annual review for the APCM.

Please Note:

The main duties and responsibilities of this new post are outlined in the job description. The list is not meant to be exhaustive and is likely to evolve. It is the practice of St Mary Stoke via the line manager to review and amend job descriptions annually, in consultation with the post-holder.

MANAGEMENT

The successful candidate will have a line manager (the incumbent) whose responsibilities will be to:

- Become familiar with the work you are doing.
- Equip and offer training and development.
- Work with you to encourage the church to respond to new challenges and opportunities in mission.
- Determine priorities for the work pioneering on the estates.
- Work with you to prepare your personal development plan.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate your progress on a regular basis (supervision meetings will take place – usually weekly).

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- Be there to listen to any concerns you have and to help problem-solve where necessary.

PERSON SPECIFICATION

Qualifications and Training	Essential	Desirable
Qualification in Pioneer Ministry / Evangelism / Community Outreach		✓
First Aid Training		✓
Food Hygiene Training / Qualification		✓
Skills / Abilities / Aptitudes		
Quick and keen learner	✓	
Good verbal and written skills and able to communicate effectively with adults and young people.	✓	
Experience of sharing faith with people from a diverse range of backgrounds.	✓	
Experience of running successful fresh expressions and developing new worshipping communities		✓
Experience of running a food provision, e.g. pantry / Top Up Shop		✓
Experience of working with community projects and/or schools		✓
Prayerful	✓	
Capacity to manage own workload with regular supervisory support	✓	
An ability to motivate volunteers	✓	
Reliable, trustworthy and can maintain discretion and confidentiality	✓	
A team player who will encourage and support others	✓	
Friendly and warm persona, with an ability to work with a diverse group of people	✓	
A demonstrable love of Christ	✓	
Good self-awareness and the ability to reflect	✓	
Sympathetic to the mission and ministry of St Mary Stoke Parish Church	✓	
Work-related Personal Qualities		
Knowledge of how pioneer ministry works	✓	
Experience of ministry on council estates	✓	
An understanding of how to work best with volunteers	✓	

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Familiarity with, and appreciation for, the work of the Church of England	✓	
Knowledge of the Safer Recruiting and Safeguarding requirements for volunteer and paid roles in line with Church of England guidance.	✓	
Confidence in using technology (e.g PPT and Screens) and social media (e.g Facebook, Instagram, WhatsApp, etc)		✓
A commitment to uphold current safeguarding legislation and best practice	✓	

NOTES

The main duties and responsibilities of this new post are outlined in the job description. The list is not meant to be exhaustive and is likely to evolve. The line manager is responsible for reviewing and amending job descriptions annually, in consultation with the post-holder.

It is expected that the post holder would be / become a wholehearted worshipping member of the church and there is a genuine occupational requirement (according to the Equality Act 2020) for the post holder to be a practicing Christian.

Continuing professional development will be offered, which will include occasional training sessions and external courses.

Go online for more information and application: www.stmarystoke.org/job-opportunities

Deadline for applications: 09.07.26

Short listing interviews: 16.7.26

Parish interviews: 25.7.26

Applications should be sent to: rev.sophiecowan@gmail.com

Starting date: TBC

GENERAL INFORMATION

About Us

The Diocese of St Edmundsbury & Ipswich has 445 parishes in 112 benefices and serves approximately 660,000 people living in a geographical area of more than 1,400 square miles.

The Diocesan Board of Finance serves and supports our parishes and schools offering the people of Suffolk the opportunity to encounter God and grow in Christian faith. We strive to do this in providing service and support in line with our values of Respect, Transparency, Quality and Well-being.

Terms and conditions – general information

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Salary	The salary for this post is £22,200 per annum dependent upon experience.
Terms of appointment:	One Year Fixed Term Contract with the intention to extend for a further two years.
References	Appointment will be subject to two satisfactory references
Pension provision	Government Scheme – Workplace Pension
Hours of work	25 hours (5 days per week) This will include some evenings and weekends, and regular attendance of Sunday services is essential, some flexibility required and offered. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager.
Holidays	25 days pro-rata paid leave in addition to the usual public holidays plus discretionary days (at Easter and Christmas)
Probation Period	Appointment will be subject to the satisfactory completion of a six-month probationary period, during which time progress is regularly reviewed and the period may be extended
Notice period	During probation 2 weeks and thereafter 1 month
Place of work	St Mary Stoke Church, Church Hall, and grounds, schools in the Parish and other local venues where necessary.
DBS requirement	The appointment is subject to an unblemished enhanced DBS check in relation to the requirements of this role.
Transport	The candidate will need to be able to get to and from St Mary Stoke, and the schools / local area within our parish. Should the postholder require the use of transport, they must provide evidence of insurance cover for business use. Mileage expenses, that are agreed beforehand with the line manager, will be met.
Expenses	All reasonable expenses will be reimbursed. These will need to be agreed with the line manager first.

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