****

Mission Apprentice (Cantonese Ministry)

**ROLE DESCRIPTION**

|  |
| --- |
| Role Description signed off by Revd Simon Walters  Date: May 2025  To be reviewed 6 months from Appointment and 3 yearly thereafter |

**1. Details of post**

Role title:Mission Apprentice (Cantonese Ministry)

Name of benefices: St Barnabas’ Alwoodley

Episcopal area: The Episcopal Area of Leeds

Archdeaconry: Archdeaconry of Leeds

Deanery: North West Leeds Deanery

Initial point of contact on terms of service: Revd Simon Walters and Revd David Ho Young

**2. Role Purpose**

Each Mission Apprentice will be employed for 20 hours per week (approx. 84 hours a month). It is anticipated that this will break down as follows:

**In the parish:**

* At least 56 hours a month in growing Cantonese Ministry at St Barnabas’ Alwoodley and supporting Cantonese Ministry across the Diocese (after the first month where the Apprentice will get an opportunity to become familiar with all aspects of parish life). This might include running groups aimed at new arrivals from Hong Kong, Cantonese-speaking small groups and giving advice to clergy and churches working with Hong Kongers.
* 3 hours a month (i.e roughly 1.5 hours a fortnight) in one-to-one meetings with the Incumbent of the Parish or designated Supervisor.
* Up to 8 hours a month (i.e a few hours a week) in staff team meetings, where appropriate, learning how to run and respond to needs in a parish.
* 6 hours a month (i.e a day a month) for personal theological, missional and devotional

reading, for some sort of reflective practice e.g writing a blog/writing up a diary/ artwork

etc and for playing an active part in the devotional life of the parish.

* Support, plan and lead youth and children’s activities and any additional events (such as social activities, weekends away, schools assemblies)
* Provide pastoral care of adults/young people in your placement church.

**Outside the Parish:**

* 10 hours a month with the other Apprentices / Interns in the Learning community including overnight residentials with the other Apprentices / Interns each year.
* The Learning Community programme will focus on the theology and practice of ministry and

mission.

* Over the two years, each Apprentice may give a presentation of their context and work for their peers on the programme
* There will also be visits to other mission centres to inspire and develop the Apprentices’ missional thinking.

Total: 84 hours a month

This opportunity will enable each Apprentice not only to learn from their own parish context but also to find out about the other Mission Apprentice parishes. There will be visits to these places throughout the two years. In addition, a network of ordained and lay leaders who have seen growth in new disciples will teach the practical skills they have learnt.

The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.

**3. Key Working Relationships**

*Generic*

Colleagues, both clergy and lay

Churchwardens

PCC

*Specific*

Line Manager in parish

Fellow Mission Apprentices and Interns in the Diocese

Diocesan Intern Lead

*Future*

Leaders of other churches and religious communities

*Supportiv*e:

* The Area Dean
* The Archdeacon of Leeds
* The Bishop of Kirkstall
* The Bishop’s Advisers in Evangelism
* Leading your Church into Growth (the course and mentoring)
* Human Resources Manager, Diocesan Office

**4. Terms and Conditions**

* Appointment will be from September 2025 to August 2027
* Salary: £13,100 per annum for 20 hours of work a week
* Expenses will be provided by the PCC
* There will be 25 days annual leave per annum (pro rata) in addition to Bank Holidays. These will need to be negotiated with your Incumbent / Supervisor.
* A pension is available through the Church Worker’s pension scheme.
* There will be a probationary period of 6 months.
* An Enhanced DBS will be required after confirmation of the Mission Apprentice Role which the placement church will lead on. Safeguarding training will also need to be completed online.
* There is a Genuine Occupational Requirement that the post holder is a practicing Christian.
* The Mission Apprentice will follow all the policies and procedures of the church (e.g. use of technology & IT, email and social media, expenses, lone working) and be committed to the protection and safeguarding of children, young people and vulnerable adults to ensure everyone is safe whatever the activity.
* The Mission Apprentice will attend appropriate training as required by your role and responsibilities and as advised by the Placement church or Intern Lead.
* The Mission Apprentice will engage fully with the Learning Community programme - attending sessions, supporting the worship and hosting rotas as required and investing time in learning, reflection and prayer.