



JOB DESCRIPTION

Job Title	Local Lay Pastor		
Reports to	The minister with pastoral charge for Hucclecote Methodist Church	Location	Hucclecote Methodist Church
Circuit	Methodist Circuit of Gloucestershire	Salary	£14,266 per annum pro rata (£28,532 FTE)

Job Purpose and Objectives

You will:

- Be 'the face of the church' for church organisations and those using the church premises.
- Act as a 'community liaison officer' linking the church with the Hucclecote community.
- Encourage discipleship within the church.
- Link into the existing pastoral care network within the church.

Main Responsibilities

The job will include, but not be limited to, the following responsibilities which will be reviewed regularly, and monitored through jointly agreed annual objectives.

Community liaison

- Develop relationships with those inside and outside the church to enable the church to become even more involved in the local community.
- Develop relationships with those who use or visit the church premises.
- Identify opportunities for you and members of the church to share the good news of Jesus.

Discipleship

- To provide opportunities for church members to learn and pray together, in small groups and/or through other events.
- To provide opportunities for spiritual nourishment and support, particularly for those leading groups and organisations within the church.
- To encourage members as they engage with *The Methodist Way of Life* (MWOL).
- To take responsibility for your own spiritual development and growth.

Worship

- To be present in worship, as part of your role, on at least two Sundays each month, to maintain links with the congregation, assist the preacher if asked, and provide pastoral care to those who attend.
- Be prepared to be involved in baptism, wedding and funeral services, and to take communion to those who cannot attend worship if asked.
- To support the congregation in preparing and leading worship such as Local Arrangement services, and All Age or 'Creative Worship' services.

Pastoral care

- Work in partnership with the Pastoral Stewards, Pastoral Visitors and the Minister to be alongside members of the church and community, in good times and bad.
- To develop the Church's pastoral ministry developing formal and informal networks to support church organisations and those using the church premises.
- To pray regularly for, and with, church members.
- Encourage conversations about faith and sharing across and between the generations within the church.

Participation in the life of the Church and Circuit

- To look for opportunities for service in the local community.
- To attend the Church Council and other Church meetings as required.
- To attend Circuit Staff meetings.
- To keep appropriate records of work, expenses etc.



THE METHODIST CIRCUIT OF GLOUCESTERSHIRE

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- To set aside suitable time for administration and preparation for the role when needed.

Training and Development

- To identify and participate in relevant training opportunities including Local Lay Pastor training.
- To set aside suitable time for training, reflection and personal and professional development when needed.
- To participate in the annual appraisal process linked to this post.

A typical week could look something like this:

Attend worship on Sunday	Visiting two church groups during the week	A morning at the Welcome café	Visiting two non-church groups using the premises this week	Preparing and running a discussion group on MWOL	Local Lay Pastor training
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Accountability

- The Lay Pastor is a Circuit appointment accountable to the Circuit Assembly through the Circuit Executive.
- The Lay Pastor will work in conjunction with the minister who has pastoral charge of Hucclecote Methodist Church and with other Circuit staff.
- The Circuit Executive will appoint your line manager.

Requirements of the post

- There is a genuine occupational requirement that the postholder be a practicing Christian.
- An Enhanced Disclosure and Barring Service (DBS) check is required.

Terms and Conditions

- **Remuneration:** Salary of £14,266 per annum pro rata (£28,532 full-time equivalent)
- **Pension:** There is a 6% employer/employee contributory pension scheme to which eligible employees will be auto-enrolled. Employees who do not meet the enrolment criteria are eligible to join the scheme subject to certain provisions
- **Hours of work and normal working pattern:** Up to 17.5 hours per week; flexible, including some weekend and evening working. Exact working pattern to be discussed
- **Holiday Entitlement:** Five weeks annual leave per year (pro rata) plus all Bank and Public Holidays
- **Probationary period:** Appointment will be subject to the satisfactory completion of a three month probationary period
- The successful applicant will provide their own accommodation and have access to transport
- Appointment will be subject to satisfactory references
- Appointment will be subject to a satisfactory enhanced Disclosure and Barring Service check (DBS) and completion of all relevant safeguarding training.
- Use of a car may sometimes be required for the post.

Management

The Lay Pastor will have a Line Manager whose responsibilities will be to:

- Be familiar with the work of the Lay Pastor.
- Help to determine priorities for the work.
- Act as a “sounding board” for the Lay Pastor.
- Prepare a personal development plan with the Lay Pastor.
- Ensure good communications between all the ‘stakeholders’ (groups and networks) involved.
- Monitor and evaluate progress with the Lay Pastor on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).