



The Derby Circuit of the Methodist Church
Registered Charity no. 1142341

Superintendent Minister: Revd Tracey Harris

JOB DESCRIPTION

Role: Local Lay Pastor with responsibility for St Martin's Methodist Church and Community Centre, Allenton

Responsible to: Presbyter with Pastoral Care and Oversight

Purpose of the Role: To work with the Presbyter with Pastoral Care, other staff, and volunteers to give leadership and pastoral care to St Martin's Methodist Church and Community Centre, on Sundays and during the week.

Key tasks

- To oversee the mission and ministry of the church and community centre
- To give pastoral care to the congregation at St Martin's
- To help facilitate the ongoing discipleship of the congregation at St Martin's
- To build relationships and links with the wider community and relevant bodies
- To manage the Centre Manager, the Community Worker and any other staff appointed

In addition to this...

- To attend Stewards Meetings & Church Council
- To regularly attend the Circuit Meeting, & Circuit Staff Meetings, and when appropriate the Circuit Leadership Team
- To meet regularly with the Presbyter with Pastoral Care
- To manage partnerships with other organisations using the building
- To undertake training and development as laid down by the Methodist Church for the specific role of Local Lay Pastors.

- To attend regular safeguarding training as directed by the Methodist Church, and together with the church Safeguarding Officer, to ensure others within the church receive appropriate safeguarding training and are aware of the Methodist Safeguarding practices, policies, and procedures to be followed
- To undertake other appropriate duties as reasonably required.

Terms and conditions

Terms of appointment: Permanent, subject to 6 month probationary period.

The salary will be £15,990 from 1st September 2025. The successful candidate will be auto-enrolled into the Circuit's Standard Life pension scheme.

Normal working pattern: 20 hours a week normally

Tuesdays 9am to 12.30pm

Wed 9am to 2pm

Thurs 9am to 2pm

Friday 9am to 2pm

Sundays 10.30pm to 12 noon

Some flexibility will be required as agreed with the line manager, for instance sometimes there will be a need to work on a Saturday or on a Sunday afternoon and Circuit Leadership and Staff Team meetings can occur on different days of the week at various times.

All reasonable expenses will be reimbursed (note you will be expected to use a car for this job).

At least one day free of responsibilities each week. 132 hours occupational annual leave provision per year (which is inclusive of pro-rata Public Holiday entitlement).

Appointment will be subject to a satisfactory Enhanced Disclosure & Debarring Service (DBS) disclosure.

Management

The Lay Pastor will have a line manager. This will be the Presbyterian with Pastoral Care whose responsibilities will include:

- Become familiar with the work of the Lay Employee.
- Act as a "sounding board" to the Lay Employee.

In addition the Lay Employee will have a management group comprising the Presbyterian with Pastoral Care, a Church Steward from St Martin's, another member of St Martin's appointed by the Church Council, a Circuit Steward, and any further members appointed by the Church Council.

This will:

- Determine priorities for the work.

- Hear reports from the Lay Pastor and the Line Manager
- Report to the Church Council and Circuit Meeting on the development of the work

The Management Group will meet on a regular basis at least twice a year.