

## JOB DESCRIPTION

<b>Job Title</b>	<b>Lay Pastoral Assistant</b>		
<b>Reports to</b>	Circuit Lay Co-Ordinator and local Supervisor	<b>Location</b>	Tarvin Methodist Church
<b>Circuit</b>	North Cheshire Methodist Circuit	<b>Salary</b>	<b>£11,336</b> <b>(for 20 hours per week)</b>

### Job Purpose and Objectives

Support ordained ministry in Christian pastoral provision for members and friends within the areas of Tarvin, Oakmere, Christleton, Rowton, and Hoole, within the North Cheshire Methodist Circuit.

<b>Responsible to:</b>	The Lay Employee will be employed by the The North Cheshire Methodist Circuit and will be line managed by: Circuit Lay Co-Ordinator and supervised by the Minister in pastoral charge of Churches.
<b>Responsible for:</b>	N.A.

### Main Responsibilities

- Support, as part of a team, the pastoral life of the churches mentioned above and those within the fringes of these communities, through visiting eg in homes, care homes and hospitals, in accordance with the Methodist Church policy on safeguarding and visiting, encouraging discipleship and prayer.
- Provide Christian pastoral engagement at church events
- Set up and lead a regular house group in accordance with the Methodist Church policy on safeguarding and visiting, online and in person.
- Attend or report to Church Council meetings as requested by the supervisor and attend regular meetings of the church staff. (Other meetings only to be attended when specially requested).
- Use IT effectively for record keeping and promotion of groups and events, within your role in the Circuit
- Keep adequate records, both electronic and manual of contacts and of work undertaken and communicate this effectively to the minister in pastoral oversight on a regular basis.
- Any other duties and responsibilities, identified by the minister as are within your capabilities and level of responsibility, in order to meet the needs of the church.

## Terms and Conditions

- Terms of appointment: 2 years Fixed Term [until 31/08/2025]
- Rate of pay will be: £ 10.90 per hour.
- Normal working pattern: 20 hours per week over four days, with some flexibility, to be specified on appointment.
- All reasonable expenses will be reimbursed and a small allowance given for on-going training.
- Note you will be expected to travel for this job.
- There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- 28 days annual leave entitlement per year, inclusive of public holidays, pro-rata for part-time employees (112 hours leave per year.)
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of six month probationary period.
- Appointment will be subject to a satisfactory medical report(to be submitted to an external Occupational Health Company)
- Opportunities for study and for training.

## Management

- It is anticipated that the Line Manager (LM) and/or Supervisor(S) will:
- Become familiar with the work of the Lay Employee (LM/S).
- Work with the Lay Employee to encourage the church to respond to new challenges and opportunities in mission (S).
- Determine priorities for the work (S).
- Prepare a personal development plan with the Lay Employee (LM/S).
- Ensure good communications between all the 'stakeholders' (groups and networks) involved (LM/S)
- Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter)(LM).
- Act as a "sounding board" to the Lay Employee (LM).