

## Job Description

# The Methodist Church

### JOB DESCRIPTION

<b>Job Title:</b>	<b>Pastoral Worker (Part-time)</b>
<b>Lay Employee in the</b>	Alderley Edge and Knutsford Circuit
<b>Location:</b>	Knutsford Methodist Church (KMC)
<b>Responsible to:</b>	The Lay Employee will be employed by Alderley Edge and Knutsford Circuit and will be under the supervision of the Superintendent Minister.
<b>Responsible for:</b>	Development of community outreach with focus upon spiritual care for older people and supporting ministerial team in pastoral care of members and community at KMC.
<b>Purpose and Objectives:</b>	To develop an excellent system of pastoral care and develop opportunities for outreach in the wider community.

### Main Responsibilities

- Working in partnership with the ministers and pastoral secretary, coordinate the pastoral care for members and regular attendees of KMC.
- To recruit, support and coordinate the work of the pastoral visitors / links, developing further the extensive buddy scheme for older members and housebound. Support the housegroup leaders in their role of pastoral care.
- To develop opportunities for ministry among older people in the church and wider community. Oversee and co-ordinate the team of volunteers providing fellowship and worship for older people. For instance regular lunches, Friendship café for people with dementia, CAMEO,(Come and Meet Everyone), service and fellowship.
- To co-ordinate bereavement support, share in memorial services and invite families to annual thanksgiving service.
- Share in the ministry of extended communion for members who are unable otherwise to access Holy Communion.
- Strengthen relationships with local residential and nursing homes and seek opportunities to offer worship and spiritual support.
- Oversee KMC's involvement with Hope Central Foodbank and build good relationships with other charities and agencies working in the community.

- Support the overall vision of KMC that shares the love of God for all people, and demonstrates that everyone is valued.
- Attend quarterly Church Council meetings, pastoral meetings and weekly staff prayer meetings. (Other meetings only to be attended when specially requested).
- Maintain adequate records as required by the role, including contacts, visiting records, rotas and work undertaken.
- Appraise and review initiatives set up and activities undertaken, and change where necessary the action and focus of work after discussion with, and agreement from, the leadership team.
- 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: Permanent
- The salary will be £11,960 per annum, (£11.50 per hour).
- Normal working pattern: 20 hours per week, including some weekends. Pattern of work as required by the Superintendent Minister, after consultation with the post-holder
- Opportunities for study and for training.
- All reasonable expenses will be reimbursed and a small allowance given for on-going training.
- 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.
- At least one day free of responsibilities each week.
- 5 weeks statutory annual leave entitlement per year + 8 public holidays (pro-rata for part-time Workers).
- Appointment will be subject to a satisfactory Enhanced Disclosure & Debarring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of up to six-month probationary period.

### **Management**

The Lay Employee will have a line manager whose responsibilities will be to:

- Become familiar with the work of the Lay Employee.
- Work with the Lay Employee to encourage the church to respond to new challenges and opportunities in mission.

- Determine priorities for the work.
- Prepare a personal development plan with the lay employee.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
- Act as a "sounding board" to the Lay Employee.