

## **JOB DESCRIPTION**

**Job Title:** Lay Pastoral Assistant

**Location:** Salisbury Methodist Circuit

**Responsible to:** The Lay Employee will be employed by Salisbury Methodist Circuit and will be under the supervision of the Superintendent/Acting Superintendent Minister. A nominated Line Manager will also be appointed.

**Location:** Based from home but working in and with Circuit churches as indicated below.

### **Purpose and Objectives:**

To support the provision, prioritisation and effectiveness of pastoral care and discipleship in the churches of the circuit by working with those presently offering that care. This will include delivery of pastoral care and small group leadership by the lay pastoral assistant. Initially work is expected to be based in the churches at Shrewton and Winterslow but may move to other churches as needs and circumstances change.

### **Main Responsibilities**

- Working with the Ministers in Pastoral charge and the pastoral secretaries to deliver pastoral care to the members and community roll of the circuit churches. To assist the Ministers in Pastoral charge in prioritising their visiting schedule.
- Offering appropriate pastoral care before, at and after the time of significant life events (birth, marriage, incapacity, death) for members of the church and for those who look to the Methodist Church within the community.
- To share, where applicable, in the leading of pastoral services (baptism, weddings, funerals).
- Assist those individuals presently involved in pastoral care to develop their skills either on a one-to-one basis or in small groups thus helping churches better serve the needs of individual members and those on the community roll of the churches while making effective use of the personnel and resources available.
- To help churches identify the discipleship needs of the individuals in their care and help churches develop appropriate programmes to meet those needs and build positive relationships in our church communities.
- Establish, lead and support appropriate small Fellowship/study groups as the opportunity arises.
- To encourage members and attenders to develop and offer their gifts and graces to support the mission of the church.
- Help to identify appropriate church members who can help to offer their gifts in leading the church.
- Attendance as required and appropriate at Church Councils and other meetings
- Membership of and attendance at Circuit Meetings and the Circuit Leadership Team

- Keep accurate and appropriate records of work undertaken, ensuring all records kept are GDPR compliant.
- Any other duties and responsibilities, identified by the team as are within your capabilities and level of responsibility, in order to meet the Circuit's pastoral responsibilities.

### **Terms and conditions**

- Terms of appointment: Permanent
- The salary will be £15.00 per hour
- Working hours to be flexible averaging 9 hours per week. The work pattern is likely to vary from week to week to fit with the diaries of those being visited and times of scheduled meetings. It will include some day time and some evening work including occasional weekend duties. Flexibility to accommodate this is essential, but the specific times of day and days worked remains largely in the control of the applicant and at least one full day per week is to be free of duties.
- A contributory pension scheme is available in line with legal obligations and Methodist policy.
- Mileage will be reimbursed at 45p per mile and all other reasonable and agreed expenses, including the cost of agreed training, will be reimbursed.
- 28 days' statutory annual leave entitlement per year (pro-rata for part-timers).
- Appointment will be subject to satisfactory references
- Appointment will be subject to a satisfactory Enhanced DBS disclosure
- Appointment will be subject to the satisfactory completion of a three-month probationary period

### **Safeguarding**

The Circuit takes the safety of everyone within the Circuit very seriously and expects that everyone will work within the Circuit safeguarding policy. In particular, the Circuit expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their Line Manager or the Circuit Safeguarding Officer.

### **Management**

The Lay Employee will have a management group, including a Line Manager, whose responsibilities will be to:

- Become familiar with the work of the Lay Employee.
- Determine priorities for the work.
- Prepare with the Lay Employee a personal development plan.
- Monitor and evaluate progress with the Lay Employee on a regular basis, as appropriate.
- Act as a "sounding board" to the Lay Employee.
- Ensure that the Lay Employee receives suitable pastoral support, through the formation of a separate support group.