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**JOB DESCRIPTION**

**Job Title:** Pastoral Worker

**Lay Employee at:** Littleover Methodist Church

**Responsible to:** The Minister in Pastoral charge

**Purpose and Objectives:** The Pastoral Worker will provide pastoral care for the church fellowship working with the Presbyter, pastoral team and fellowship groups.

**Main Responsibilities**

* Visit members and adherents including those identified by the Pastoral Team.
* Visit in response to emergency situations, such as hospital visits, bereavement, sickness, redundancy, family break-up and other times of crisis.
* Have contact with other members of the pastoral team of the church to co-ordinate and ensure the right level of care.
* To supervise, motivate, and build up a team of pastoral visitors and to work with the pastoral team to develop adequate systems of pastoral care for the whole church
* In conversation and prayer, to enable the church members to walk more closely with God, encourage their gifting, deepen their faith and share the gospel with confidence.

**In addition to this the Pastoral Worker will be expected to:**

* Attend the Pastoral meetings.
* To assist in the welcoming of newcomers.
* Keep adequate records of contacts and of work undertaken.
* Any other duties and responsibilities, identified by the Pastoral Team within your capabilities and level of responsibility, in order to meet the needs of the church.

**Place of Work:** The employee will be provided with limited office space at Littleover Methodist Church but be expected to visit people in their homes. This will mean the need to travel short distances by car, public transport or on foot.

**Terms and conditions**

* Terms of appointment: Start date: as soon as possible. Fixed contract until 31 December 2018
* The salary will be between £6,825 - £9,126 per annum to be negotiated with the applicant dependent on experience
* Normal working pattern: 15 hours a week to be worked flexibly and includes responsibilities on Sunday.
* Opportunities for study and for training.
* All reasonable expenses will be reimbursed and a small allowance given for on-going training. (Note you will be expected to use your own car for this job).
* At least one day free of responsibilities each week.
* Holiday entitlement is 84 hours (including statutory holidays)
* 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 three-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.
			* Act as a “sounding board” to the Lay Employee.
* In addition the Lay Employee will have a management group who will
	+ - * 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).
	+ The Lay Employee will be supported by the Pastoral Team with whom regular meetings will be held
	+ The Lay Employee will be encouraged during their probation period to draw together a small group of individuals from the life of the church to offer pastoral care, prayer and support
		- The Church Council recognises the potential emotional stress of such a position. The Church Council will work with the Management Team and the Lay Employee to ensure that provision is made for professional pastoral support external to the life of the local church.