

**JOB DESCRIPTION**

**Job Title: Lay Pastor – Part Time Post**

**Lay Employee in the** Birmingham Methodist Circuit

**Location:** Castle Bromwich, Water Orton and Saltley Methodist Churches

**Responsible to:** The Lay Pastor will be under the supervision of the Minister in pastoral charge of the designated Methodist Churches and will be accountable to a supervision group appointed by the Circuit.

**Purpose and Objectives:**

The Lay Pastor will work collaboratively with the churches, assisting with worship, providing pastoral care and assisting in leadership under the supervision of the Minister in pastoral charge in order to develop the mission and ministry of the churches.

**Skills Required:** See Person Specification

**Main Responsibilities**

* Contributing to own arrangement services in one of the three churches at least 3 Sundays a month
* Full responsibility for the pastoral care of members and adherent in consultation with the Pastoral Secretary.
* Establishing relationships with Church and Community groups that meet on the premises.
* Identifying potential for mission and growth and enabling the local Churches to build on those opportunities.
* Working with the three named churches within the Red Mission and Ministry Team and to be open to change within the team, including new missional opportunities.
* Collaborating with the Minister in Funeral and Baptismal Services, with the potential for ministry and outreach in the community.
* Attending Church Council and Pastoral Meetings. To be an Ex-Officio member of the Church Council as Lay Pastor and therefore non-voting.
* Where appropriate representing the churches at the Churches Together Meetings.
* Any other duties and responsibilities, identified by the Supervision Group as are within your capabilities and level of responsibility, in order to meet the needs of the churches.

**General Duties**

* To attend relevant meetings set up by the Circuit including supervision, minister’s meetings, the Mission and Ministry Team meetings and Circuit Assembly. These will be negotiated with the Supervision team/Minister in Pastoral Charge.
* To support the overall vision of the Birmingham Methodist Circuit.
* Any other duties and responsibilities, identified by the Supervision Group or directed by your supervisor, which are within your capabilities and level of responsibility, in order to meet the needs of the churches.

**Birmingham Methodist Circuit**

**Background Information**

Birmingham Methodist Circuit Vision Statement:

*“Birmingham Methodist Circuit aspires to be a welcoming Christian family with inspiring worship, radical compassion, and social justice at its heart. In this way and following in our Methodist tradition we aim to share in the transformation of life made possible through God’s love.”*

The Birmingham Methodist Circuit was established in 2011 and consists of 33 churches (9 that are Local Ecumenical Partnerships) situated across Birmingham and Solihull, within the Methodist Church in Britain. ([www.methodist.org.uk](http://www.methodist.org.uk)). These churches are served by 3 Co-Superintendent Ministers plus 10 full-time Ministers, 1 part-time Minister, 13 Lay employees and volunteer Church Trustees.

The churches are grouped together in five Mission and Ministry Teams to focus on worship and mission. The three appointed churches are in the Red Mission and Ministry team working together with six other churches as a staff team, to share and develop their mission and outreach.

**PERSON SPECIFICATION FOR A LAY PASTOR**

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| --- | --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications** | GCSE level or equivalent |  | Q |
|  | Worship Leader trained or equivalent | Local Preacher trained | Q |
|  |  | A recognised Biblical, theological or practical mission qualification | Q |
| **Relevant Experience** | Experienced in leading worship and prayers. Experienced in praying for and with others |  | A, I |
|  | Current participant in the life of a Christian Church or Community |  | A/I |
|  |  | Practical faith sharing | A/I |
|  |  | Experience of being in a leadership role, whether paid or unpaid, in a Christian Church or Community | A/I |
|  |  | Experience of working in culturally diverse communities | A/I |
| **Knowledge & Skills** | Able to express faith naturally and authentically in ways that are appropriate, accessible and sensitive to the situation. |  | A/I |
|  | Able to relate previous experience to new situations |  | A/I |
|  | A strong understanding of pastoral ministry and knowledge of the approaches used in pastoral support of others. | Commitment to engage in spiritual development | A/I |
|  | An understanding of mission and outreach and identifying new missional possibilities |  | A/I |
|  |  | Commitment to engage in spiritual development | A/I |
|  | Able to use IT and other media platforms |  | A/I |
| **Special Qualities or Aptitudes** | A committed Christian who is active in their own church and committed to walk daily with God. |  | A/I |
|  |  | Willingness to receive spiritual support from a mentor | A/I |
|  | Ability to organise yourself in order to manage your workload efficiently without supervision and collaboratively within a team. |  | A/I |
|  | Able to relate effectively to a wide spectrum of people. |  | A/I |
|  | Ability to recognise and develop the gifts of others and foster an environment of participation. |  | A/I |
|  |  | Able to initiate and develop projects | A/I |
|  | Able to identify and maintain appropriate boundaries in professional and personal relationships. |  | A/I |
|  |  | Physically and emotionally able to carry out the demands of the work | A/I |
|  | Good communication skills including the ability to communicate effectively and appropriately with a range of different audiences (children, young people, family members, professionals, church members and members of the community) |  | A/I |
| **Any Other Requirements** | Active member of a Christian church. \* Given the nature and context of the work it is an occupational requirement that the post holder should be a communicant member of the Church of England or a full member of a church within Churches Together in Britain and Ireland in order to fulfil the main purpose of the post. This post is therefore exempt under Schedule 9 of the Equality Act 2010. |  | A/I |
|  | Satisfactory Enhanced DBS disclosure. |  | DBS application |
|  | Access to appropriate transport for travel within the area /full clean driving license. |  | I/Q |

A – Application form; I – Interview; E – Exercise; Q – proof of qualification (certificates or transcripts)

**Terms and conditions**

* The salary will be £13,010 - £13,707 per annum for 20 hours per week (£12.51 - £13.18 per hour)

(Dependent on qualifications and experience)

* Normal working pattern: 5 working days with at least two days free of responsibilities each week
* The hours include attendance at agreed meetings.
* Flexible working as agreed with your management group – this may include some evening meetings.
* Opportunities for study and for training
* Optional pension scheme
* All reasonable expenses will be reimbursed.
* 5 weeks annual leave entitlement and 8 Bank holidays per year pro rata.
* Appointment will be subject to satisfactory references and employment checks
* Appointment will be subject to the satisfactory completion of up to a six-month probationary period.

**Management**

The Lay Employee will have a supervisor and be supported by a supervision group, who will work within the Supervisors Guidance of the Birmingham Methodist Circuit.

Their responsibilities will be to:

* Become familiar with the work of the Lay Pastor and the Job Description.
* Work with the Lay Pastor to encourage them to respond to new challenges and opportunities.
* Determine priorities for the work.
* Ensure good communications between all the ‘stakeholders’ (groups and networks) involved.
* Monitor and evaluate progress with the Lay Employee, using the Circuit supervision forms, on a regular basis (meetings will ideally take place every 4-6 weeks during the probationary period and quarterly thereafter).
* Ensure that the Lay Employee receives suitable pastoral support.

**Other information**

The Application form should be returned to Mrs Sue Saunderson by email by 12 noon on Friday 17 June 2022 - ssaunderson@birminghammethodistcircuit.org.uk

The interviews will be held on Wednesday 6 July 2022.