

Job Description

<u>Job Title:</u>	Associate Pastor for King's Hall Urdu/Hindi/Punjabi Church in the Ealing Trinity Methodist Circuit
<u>Location:</u>	Ealing Trinity Circuit
<u>Responsible to:</u>	The associate pastor will be employed by the Ealing Trinity Circuit and be responsible to the minister in pastoral charge of the King's Hall Church, and the superintendent minister.
<u>Relationships:</u>	Superintendent Minister Circuit lay and ordained staff the members of King's Hall Urdu/Hindi/Punjabi the Circuit Meeting the Circuit local preachers and worship leaders meeting Southall Churches Together Southall Faiths Forum
<u>Purpose and Objectives</u>	To provide worship, leadership and pastoral care in Urdu/Hindi/Punjabi and English

Main Responsibilities

- To lead worship at King's Hall (currently meeting at Havelock Primary School, Southall) and elsewhere in the circuit as directed by the Circuit Superintendent Minister
- To offer pastoral care to the members of King's Hall Church as directed by the Superintendent Minister
- To contribute to the leading of Bible studies and other discipleship development activities
- To be involved in community outreach (including but not restricted to the Ruby Project and Hope for Southall Street Homeless)

Associate Pastor Person Specification

Attribute	Essential	Desirable
Qualifications and status	Current and active member of a Christian Church or Community, CTBI affiliated	
	Accredited preacher within the Methodist Church or other Church or Community, CTBI affiliated	Ordained Minister of same
	Written evidence of permission to work in UK	
	Enhanced DBS Disclosure	
Skills and competencies	Fluency in written and spoken English and Urdu	Competency in spoken Hindi and/or Punjabi
	Ability to communicate using email, phone, Zoom etc	
	Able to work independently, and as part of a team	
	Good interpersonal skills	
	Experience of living or working in a multicultural community	Active leadership in a multicultural community
	Pastoral sensitivity and experience in other church pastoral roles if not an ordained Minister	
	Ability to work independently and as part of a team	

Terms and Conditions

Terms of Appointment

Fixed-term appointment, with a 3-month probation, from starting date to 31 August 2021, with a 1-month notice period.

Hours of work

10 hours to be worked weekly with at least 3 to be worked on Sunday and 2 on Wednesday mornings. On occasion, some evening and Saturday working may be asked of employee. At least one day free of responsibilities each week. The Associate Pastor will be expected to attend the Circuit Staff Meeting monthly.

Physical Conditions

To work around the circuit

Remuneration

£14 -16 per hour depending on experience

All reasonable expenses will be reimbursed, and a small allowance given for ongoing training

Health and Safety

The post holder will be subject to the Methodist Church's Health & Safety and Safeguarding policies.

Equal Opportunities

The Circuit is committed to equal opportunities, anti-discrimination and anti-oppressive policy and practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, religion, cultural group, marital status, sexual orientation, age, or impairment. The policies apply to job applicants, employees, volunteers, users and beneficiaries of our services.

Work Permit

Appointment will be subject to documentary evidence of the right to live and work in the U.K.

Holiday entitlement

25 days statutory annual leave entitlements per year, including bank holidays (pro-rata for part-time workers)

Pension

Eligible employees will be auto enrolled into a Pension Scheme following a successful probationary period. Lay employees who do not meet the auto enrolment criteria may join the scheme if they wish.

Other Terms

Appointment will be subject to a satisfactory Enhanced Disclosure and Debarring Service (DBS) disclosure.

Appointment will be subject to satisfactory references.

Appointment will be subject to the satisfactory completion of a three-month probationary period.

Management

The Associate Pastor will have a line manager whose responsibilities will be to:

- Become familiar with the work of the Associate Pastor.
- Work with the Associate Pastor 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 Associate Pastor..
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the Associate Pastor 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.