

## **Job Description**

<b><u>Job Title</u></b>	Pastoral Worker for Greenford and Northolt Methodist Churches
<b><u>Location</u></b>	Greenford Methodist Church
<b><u>Responsible to:</u></b>	Superintendent Minister
<b><u>Relationships:</u></b>	Superintendent Minister Circuit lay and ordained staff Members and adherents of Greenford & Northolt Methodist Churches Greenford Night Shelter and Food Bank

### **Purpose and Objectives**

To provide pastoral support to the congregations of Greenford and Northolt Methodist Churches, in collaboration with the churches' Pastoral Visitors and under the direction of the Minister (who is also the Circuit Superintendent).

### **Main Responsibilities**

- To liaise with the Minister and the Pastoral Visitors, and share with them the Pastoral Care of the two congregations
- To provide pastoral care, support and encouragement to the Visitors (and to other members of the Pastoral Committee, if applicable)
- To take particular responsibility for the appropriate pastoral care of children and young people, particularly any whose parents/carers are not members of the worshipping congregations
- To lead/contribute to Bible Study and Prayer groups
- To keep appropriate records of Pastoral Visits, and encourage the use of such records by the Pastoral Visitors, bearing in mind the requirements of Data Protection legislation

## Pastoral Worker Person Specification

Attributes	Essential	Desirable
Proven Abilities	Current and active member of Christian Church of Community, CTBI or Evangelical Alliance affiliated	
	Experience in providing pastoral care and support within a church context	Responsibility for teams of Pastoral Visitors
	Good, active listening skills; able to maintain confidentiality and professional boundaries	
	Good interpersonal skills	Knowledge of rites of passage for different cultural communities
	Experience of working collaboratively	Small-group leadership experience
	Openness to, experience of and willingness to actively support equality and diversity	
Special Knowledge & Skills	Ability to use a computer and to operate basic I.T systems ie Microsoft Word, email	Experience as Host or Guest in Zoom discussion groups
	Prayerful, fully mature, resilient; able to adapt to changing priorities and circumstances	
	Good time management; ability to motivate self and others	

	Experience of active engagement in a multi-cultural church environment, with a wide spectrum of theological views; or willingness to learn and adapt to different cultures	
	Ability to communicate effectively in writing and verbally	
	Ability to present a strong Christian example	
	Ability and desire to develop self professionally, and reflect on own practice	
Any further requirements	Willingness to understand and engage with the Methodist Church and Methodism, and be subject to their discipline	

## **Terms and Conditions**

<u>Terms of Appointment</u>	Permanent appointment, following a 3-month probation, with a 1-month notice period.
<u>Hours of work</u>	20 hours per week, which may include some Sunday working
<u>Physical Conditions</u>	To work primarily in the Greenford and Northolt areas, using Greenford Methodist Church as a base.
<u>Remuneration</u>	£14-16 per hour according to experience All reasonable expenses will be reimbursed and a small allowance given for ongoing training
<u>Health and Safety</u>	The post holder will be subject to the Methodist Church's Health & Safety and Safeguarding policies.
<u>Equal Opportunities</u>	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.
<u>Work Permit</u>	Appointment will be subject to documentary evidence of the right to live and work in the U.K.
<u>Holiday entitlement</u>	25 days statutory annual leave entitlements per year, including bank holidays (pro-rata for part-time workers)
<u>Pension</u>	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.