

JOB DESCRIPTION

Job Title:	Circuit Community Chaplain and Administrator
Lay Employee in the	Rugby and Daventry Circuit.
Location:	The role is home based and initially focussed on pastoral care of Broadwell and Grandborough Methodist Churches and administrative support of the whole Circuit
Responsible to:	The post is a circuit appointment and will be under the supervision of the superintendent minister
Purpose and Objectives:	Support the mission and pastoral care of Broadwell and Grandborough Methodist Churches. The role will be reviewed annually and may be subject to a change in focus within the Circuit as the role and circuit vision develops. To facilitate the work of the circuit by assisting with communication, record keeping, future planning and compliance.

Main Responsibilities:

Circuit

- See Communication, Record Keeping, Future Planning and Compliance below.
- Attend some circuit staff meetings, some circuit leadership team meetings, and circuit events and meetings where possible.
- Keep a record of hours worked, and visits and events undertaken.
- Any other duties and responsibilities, identified by the superintendent as are within your capabilities and level of responsibility, in order to meet the needs of the Circuit, including providing appropriate administrative support to presbyters and deacons within the Circuit.

Grandborough

- Offer pastoral care and encouragement to the members and adherents of Grandborough Methodist Church, including home and hospital visits.
- Contribute to the leading of a regular Bible study.
- Lead worship and preach at the Sunday evening service at least twice per plan quarter.
- Assist the church to connect with the local community, including finding appropriate ways to invite the village to worship.
- Facilitate good ecumenical relationships with the Anglican Church and any other Christians living, working or worshipping in the villages.

Broadwell

- Offer pastoral care and encouragement to the members and adherents of Broadwell Methodist Church, including home and hospital visits.
- Support social events and community events including the annual service on the village green.
- Contribute to the Broadwell Mail
- Lead worship and preach at the Sunday morning service at least twice per plan quarter.
- Assist the church to connect with the local community, including finding appropriate ways to invite the village to worship.
- Facilitate good ecumenical relationships with the Anglican Church and any other Christians living, working or worshipping in the villages.

Communication

- As directed by the superintendent communicate with individuals, churches, district and connexional officers. Assist communication with ecumenical partners and secular agencies.
- Ensure that the circuit website is up to date, accurate and contains all the information needed by circuit members and other users.
- Ensure that actions directed by the circuit meeting are completed and communicated to the appropriate bodies.
- Respond to requests from the district or connexion for information.
- When needed collect and collate information for the preparation of the circuit plan, the circuit 'What's on', the circuit directory and statistical returns.

Record Keeping.

- To keep a record of hours worked and the location, mileage covered and job-related expenditure.
- Devise a method of keeping circuit records so the information can be retrieved by those that need it. Keep this up to date. Such records would include circuit meeting records, property, manses, finance, safeguarding, local preaching and worship leaders and any others that arise from time to time.
- The superintendent attends a lot of meetings; check the minutes of these meetings and ensure that the tasks that require the superintendent's attention and action are recorded and that the superintendent is made aware of them.

Future Planning

- Track the superintendent's progress through tasks that have been recorded and assist with their completion as required.
- Devise a system of ensuring that upcoming events that may be anything from 2 months to 5 years in the future are prepared for in advance, monitoring plans and

actions and ensuring appropriate people are consulted and kept informed of progress.

Compliance

- Be aware and keep up to date with changes in Methodist policies and inform the circuit churches.
- Be aware of safeguarding and risk assessment needs of future plans.

Method of working

After a period of induction, it is expected that the post holder will meet the superintendent at the beginning of each month to report on work completed and plan future work. The post holder is expected to work with a considerable degree of autonomy and personal initiative to fulfil the role; it is therefore vital that both the superintendent and the post holder should give time to the monthly meeting.

The record of hours worked and the location should be sent to the superintendent and the travel and expenditure claims to the circuit treasurer.