

JOB DESCRIPTION

Job Title	Local Lay Pastor (Children and Families)		
Reports to	Minister in leadership and pastoral charge	Location	Andover Methodist Church
Circuit	Kennet and Test Valley	Salary	£23,712

Job Purpose and Objectives
<p>To be responsible for the pastoral care and development of the work programme for children and families within the church in consultation with the Church leadership team.</p> <p>To embrace principles and practices of participation in all strategic development of work with children and families and everyday practices.</p> <p>To enable children and families to participate fully in the life of Church.</p> <p>To develop midweek engagement with children and families to enable wider opportunities for worship and discipleship.</p> <p>To pastorally and spiritually support children and families within the church community and new families who join, in conjunction with the Minister.</p>

Responsible to	The Lay Employee will be employed by the Managing Trustees of the Kennet and Test Valley Circuit and will be line managed by the Minister in Charge at Andover Methodist Church
Responsible for	No post holders report to this post

Main Responsibilities
<ol style="list-style-type: none"> 1. To oversee and develop work with children and families in a consultative process within the church and the local community, including the development of links with local primary schools and other community groups 2. To help children and families to explore the Christian faith in a creative and dynamic way in Junior Church and to enable: <ul style="list-style-type: none"> • intergenerational engagement • participation • discipleship • recruitment, support and encouragement for volunteer leaders for Junior Church 3. To consult with families and in partnership identify their needs and provide a range of social education and some intergenerational activities which aim to meet these needs 4. To create after school midweek worship opportunities 5. To put together summer holiday activities, working with other local churches 6. To manage and administer an agreed small budget to enable the ministry to develop 7. To appraise and review initiatives set up and activities undertaken, and change where necessary the action and focus of work after consultation with, and agreement, from the management group 8. To work ecumenically, where appropriate, and in partnership with other local church colleagues 9. To work with the Superintendent and the District Safeguarding Officer to ensure compliance with the Churches' Policy on Safeguarding and creating a safe space for all

JOB DESCRIPTION

Main Responsibilities

10. Undertake Core Skills Family Ministries Training
11. Produce written reports about the children and families work, attending relevant church meetings as required
12. To undertake any other related duties, identified by the minister as are within your capabilities and level of responsibility, in order to meet the needs of the church

Terms and Conditions

- Terms of appointment: Permanent (Initial funding for 3 years)
- The salary will be: £12.00 per hour
- Normal working pattern: 38 hours per week. *(Subject to change during busy periods e.g. summer holidays and Christmas period, with time off in lieu as appropriate)*
- All reasonable expenses will be reimbursed and a small allowance given for on-going training
- Note you will not be expected to use a car for this job
- There is a contributory pension scheme to which eligible lay employees will be auto enrolled. Lay employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of up to three-month probationary period
- Annual leave entitlement of 20 days per year plus 8 public holidays (pro-rata for part-time workers)
- At least two days free of responsibilities each week.
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure
- Annual budget for training and career advancement plus opportunities for study and for training

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
- 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)
- Act as a "sounding board" to the Lay Employee