

The Methodist Church

Blackpool & South Fylde Circuit (21/14)



Job Description: Mission Development Worker

Location: Kirkham Methodist Church mainly and other churches within the circuit

The post is within the Blackpool & South Fylde Circuit. The role is church based and initially serves Kirkham Methodist Church for 1 year (with a potential to extending the role) and will include some working across the Circuit. The role will be reviewed after six months and may be subject to change within the Circuit, as the role and Circuit vision develops, in negotiation with the successful candidate. The successful candidate will work collaboratively with ordained colleagues and church members to care more effectively for all in our church communities. An occupational requirement exists for the postholder to be a practising Christian.

Responsible to:

The Lay Employee will be employed by the Blackpool and South Fylde Circuit and will be under the supervision of the Superintendent Minister (or delegated to a person nominated by the Superintendent Minister). The Circuit Meeting will appoint a line manager.

Aims: We are seeking a Mission Development Worker who is an organised and committed individual, with a heart for mission and for reaching communities with the good news of the Gospel.

- To work closely with Kirkham Methodist Church minister and lay volunteers to empower them to engage with the community and groups to promote, encourage, and enable effective mission and evangelism.
- To further identify and deliver outreach activities on behalf of Kirkham church and across the circuit.
- To engage with existing children, youth and family activities within the life of the church
- To be part of the pastoral team.
- To encourage/provide intentional faith development where appropriate.
- To build life enhancing relationships with Kirkham and the community through listening, acts of loving service and opportunities to experience Christian fellowship and community.

Main Responsibilities:

- Working in partnership with the minister with pastoral responsibility and lay volunteers to take the initiative on leading and developing discipleship opportunities for a wide range of people.
- To develop new ideas and initiatives and shape the mission work of Kirkham Methodist Church and other churches within the circuit at the direction of the Superintendent.
- To discuss with the minister in pastoral charge of the churches priorities for the work with children, young people, family activities and church groups.
- To fulfil our purpose of transforming the lives and communities of the Blackpool and South Fylde Circuit in partnership with others from the churches within the circuit.
- Appraise and review initiatives set up and activities undertaken and change where necessary the action and focus of work after discussion with, and agreement, from the management group.
- To promote and help deliver excellent pastoral care with all contacts.
- To assist where appropriate in the leading of worship and prayer and lead groups in exploring their faith. For those who wish, and are appropriately qualified, this may involve the leading of worship
- Keep adequate and appropriate records of contacts and of work undertaken.
- To work within the policies and procedures of the Methodist Church and help ensure compliance with Data Protection, Equality, Diversity and Inclusion and Safeguarding.

- Any other duties and responsibilities, identified by the Line Manager as are within your capabilities and level of responsibility, in order to meet the needs of the churches.

To learn more about our Circuit and the work that we do, please visit:

<https://www.methodistblackpoolandsouthfylde.org.uk>

Terms and Conditions of Appointment

Start Date:	From a mutually agreed date
Remuneration	£13,998 per annum
Hours of Work	20 hours per week i.e. 10 hours at Kirkham Methodist Church (flexible) and 10 hours across the circuit per week. The timing of hours will not be fixed as there needs to be flexibility for working evenings and weekends. At least one day free of responsibilities each week.
Expenses	All reasonable expenses will be reimbursed and a small allowance is budgeted for any on-going training. These will need to be agreed with the line manager first.
Holiday Entitlement	28 days statutory annual leave entitlement per year (pro-rata for part-time workers)
Pension Scheme	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.
Criminal Record Clearance	Appointment will be subject to a satisfactory Enhanced Disclosure and Barring Service Check (DBS)
References	Appointment will be subject to satisfactory references
Probationary Period	Appointment will be subject to the satisfactory completion of a three month probationary period. If necessary, the Circuit reserves the right to extend the probationary period.
Mandatory Training	Appointment will be subject to attending Equality, Diversity and Inclusion Training (EDI) as well as Foundation and Advanced Module Safeguarding training as required by the employer.

Management

The Lay employee will have a Circuit Steward as 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
- Prepare a personal development plan with the lay employee
- Ensure good communications between all the 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

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PERSON SPECIFICATION

Lay worker for Kirkham Methodist Church mainly and some work across the circuit

Attributes	Essential	Desirable	Method of Assessment		
Education and Training	Educated to GCSE level or equivalent experience in Mathematics, English and IT		Q		
.	Willingness to undertake further training at the request of the line manager		A, I		
Proven Ability	Supportive of the Christian ethos of the Methodist Church		A, I		
Special Knowledge & Skills	Ability to develop effective working relationships with colleagues		I,		
	Good organisational skills		A, I,		
	Excellent interpersonal communication skills, particularly oral and listening skills		I		
	Demonstrate an understanding of Data Protection, Safeguarding and Equality, Diversity and Inclusion		A, I		
		Good IT skills	I		
	Ability to work independently and manage & prioritise workloads		I		
	Understanding of Methodist Church practice and be subject to its policies and procedures		A,I		
Special Qualities or Aptitudes	Self-motivated without direct supervision		A, I		
	Able to contribute effectively to a team		I		
	Experience of dealing with matters of a confidential nature with sensitivity, compassion and discretion		I		
Any other requirements	Practising Christian		I		
	Satisfactory Enhanced Disclosure from the Disclosure and Barring Service		DBS Application		

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

Further Information re Kirkham Methodist Church

Kirkham Methodist Church is a lively, faith-centred church situated in the Fylde area and is committed to growing further both spiritually and numerically. It is situated on the outskirts of the small town of Kirkham next to the Community primary school, with classes from the school regularly visiting the church. Their hall is used by a pre-school group every day during term time and let to various community groups every evening. They have a growing Sunday school and a monthly young people's group (11-16). Several young people and leaders attend 3 Generate and feed back to the congregation afterwards. Messy Church is run every two months and they are a welcoming "Child Friendly Church".

Their church vision is "that every person has a relationship with God through Christ" and they aim to do this by living as people of faith, sharing God's love and being a voice of hope in our community. Following a community survey, which highlighted concerns over financial difficulties among local families, they started a Take and Make stall, in partnership with Wesley Larder Café (at Church Road Methodist, St. Annes). Three days a week they collect surplus/waste food from the local Aldi store, through the charity Neighbourly, and also from Wesley's Larder at Church Road and then share this through their Take and Make stall under a marquee on the drive outside church.

The Welcome Hub, offering free hot drinks and refreshments, is open at the same time. This project has really helped to make significant links with the local community. The church was also active in establishing the New Roots project (working with Asylum seekers and Refugees) as a partnership with members of Christ Church, Wesham.

Kirkham has always worked well with Kirkham URC, is a member of the Inclusive Churches network, has achieved the bronze eco-church award and is working towards silver.

Currently, there are plans for an Advent Bible Study group and a new group is planned to start after Christmas.