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## Lay Pastoral Minister

# The Methodist Church **JOB DESCRIPTION**

<b>Job Title:</b>	Lay Pastoral Minister
<b>Lay Employee in the:</b>	Preston Ribble Circuit
<b>Responsible to:</b>	The Lay Employee will be employed by the Preston Ribble Circuit and will be accountable to a management group appointed by the Preston Ribble Circuit Meeting. Day-to-day supervision and management will be undertaken by the Circuit Superintendent minister (or delegated to a person nominated by the Superintendent)
<b>Responsible for:</b>	Those involved in lay pastoral ministry across the circuit as well as her/his own pastoral workload.
<b>Purpose and Objectives:</b>	To work with the Circuit Ministry Team to help implement the pastoral aspects of the Circuit Vision (see below). Focussing on high quality pastoral ministry, the post holder will have a pastoral ministry workload and develop sustainable patterns of pastoral ministry across the circuit with training and support for lay pastoral workers.
<b>Circuit Vision</b>	This post has been created as part of the circuit vision which came out of the review process 'Following Jesus, loving communities'. Our Vision for the Preston Ribble Methodist Circuit is of a thriving, growing partnership of churches where each person feels welcomed, encouraged and supported to become the disciples Christ hopes we will be. We are asking Jesus to help us rediscover the passion and excitement of being part of His family, a movement of disciples ready to say "Yes" to Him, willing to serve Him at the heart of our communities.

### Main Responsibilities

- To have a pastoral ministry workload which will include support for the circuit presbyters and help with cover for presbyter leave and sickness. This will be an opportunity to model best practice and will take up around half of the allocated hours of work.
- To offer support, motivation and encouragement to those engaged in Pastoral ministry across the circuit and to develop and implement appropriate systems of support and supervision.
- To develop and facilitate a programme of training in pastoral ministry and encourage people to make use of the training offered by the One to One listening programme.

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- To encourage and recruit new people to engage with Pastoral ministry and be open to new and creative ways of enabling and facilitating this area of ministry.
  - To develop positive communication between those involved in Pastoral ministry across the circuit and provide opportunities to share best practice.
  - To be aware of different agencies who offer specialist support and advice and give guidance to others in pastoral ministry about appropriate signposting.
  - To make sure safeguarding procedures in relation to pastoral ministry are being kept up to date and adhered to across the circuit.
  - To be part of the 'One to One Listening' management group.
  - Any other duties and responsibilities, identified by the Circuit leadership team as are within your capabilities and level of responsibility, in order to meet the needs of the circuit.

### **Terms and conditions**

- Terms of appointment: This is an initial 3 year appointment.
- The salary will be £24,630 per annum.
- Normal working pattern: 40 hours per week.
- Opportunities for study and for training.
- All reasonable expenses will be reimbursed and a small allowance given for on-going training. This will be with agreement of the line manager.
- 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.
- At least one day free of responsibilities each week.
- Holiday entitlement: Five weeks annual leave per year, plus statutory public holidays.
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- 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.

### **Management**

The Lay Pastoral Minister will be line-managed by the Superintendent Minister (or a named person nominated by the Superintendent) and accountable to a management group chaired by the Superintendent Minister (or a named person nominated by the Superintendent). The responsibilities of the Management Group will be to:

- Become familiar with the work of the Lay Pastoral Minister.

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- Receive regular reports on the work undertaken and proposals for new activities/programmes.
  - Work with the Lay Pastoral Minister to encourage the church to respond to new challenges and opportunities in Pastoral Ministry.
  - Determine priorities for the work.
  - Prepare a personal development plan with the Lay Pastoral Minister.
  - Ensure good communications between all the 'stakeholders' (groups and networks) involved.
  - Monitor and evaluate progress with the Lay Pastoral Minister on a regular basis.
  - Act as a "sounding board" to the Lay Pastoral Minister.
  - Provide regular reports to the Circuit Meeting and Circuit Leadership Team.

Please note that the management structure for the lay posts in the circuit is under review and changes may be made to the structure outlined above.