



## East Cumbria Methodist Circuit

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### JOB DESCRIPTION

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**Job Title:** Lay Pastoral Worker

**Employer:** East Cumbria Methodist Circuit

**Area of Work:** The Circuit is located around the centre and east of the county of Cumbria, much of it lying in the Eden Valley. There is a town church and nine village congregations. The work will be across the whole Circuit but initially will support the work in the East of Eden Mission Community.

**Responsible to:** Superintendent Minister

**Hours of work:** this is a full time position (37.5 hours per week) which is expected to be worked flexibly. A job share arrangement would also be considered.

**Rate of pay:** £29,267

**Main purpose and responsibilities:**

- Enabling lay leadership and building teams to make and grow disciples, and care for those in our communities
- Supporting the ministers and pastoral visitors in the care and support of church members and others involved in the life of the church.
- Working to ensure good relationships and connections are built in the local area.

This post is subject to the applicant having the right to work in the UK, satisfactory references, a medical report and an enhanced DBS disclosure.

Responsibilities	Nature and scope of the role
Pastoral duties	Home visits Hospital visits (Conducting home communion) Leading on any project or initiatives
Worship	If possible, be able to lead worship and/or preach Be willing to undergo any necessary training
Mission and Outreach	Listen to the needs of the local community and identify areas where we can offer support. Work with rurally disparate and disconnected communities to ensure that good relationships and connections are built through pastoral care, visiting and a ministry of presence in the local area. Research and develop links with local agencies seeking to address needs, including working with older or isolated people. Linking to Anna Chaplaincy or Linking Lives etc as appropriate.
Volunteer and People Development	Work effectively within the Safeguarding process and with relevant Safeguarding officers. Recruit, inspire, equip and support volunteers and build a team engaged in this work of making and growing disciples. Manage, encourage and develop Lay leadership in local congregations

Partnership Working	Work ecumenically with the established Mission Communities. Develop, maintain and strengthen partnerships with churches, schools, local agencies and charities in the community.
Wider Connections	Other faith denominations The Methodist Church

PERSON SPECIFICATION

		Essential	Desirable	Method of Assessment
<b>Qualifications and Training</b>	Holder of a full UK driving licence.	✓		Q
	Experience of training or qualifications held in: <ul style="list-style-type: none"> <li>- Pastoral Care</li> <li>- Rural Ministry</li> <li>- Lay Leadership</li> </ul>		✓	A & Q
<b>Knowledge, Skills and Experience</b>	A person of faith rooted in God's love for all resourced by an active spiritual life that sustains their ministry and connects them to God's world.	✓		A & I
	An understanding of the structure and the workings of the Methodist church or a willingness or commitment to learn.	✓		A & I
	A satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS)	✓		Q
	An enthusiasm to share and discuss faith with others.	✓		A & R
	An ability to engage and communicate with a wide variety of people.	✓		A & R
	An ability to create, lead and inspire teams of volunteers.		✓	A & R
	Experience of managing, recruiting, supporting volunteers.		✓	A & I
	Basic IT skills	✓		A
	Able to manage financial resources and report on expenditure.		✓	A
	An ability to listen to and work with rural communities.	✓		A & R
	An ability to express and explore faith in accessible, fresh, imaginative, and relevant ways and to support others to do the same.		✓	A & R
	Able to work and lead inclusively.	✓		A & I
<b>Personal Attributes</b>	A full UK driving license and access to a car	✓		A,I & Q
	Values diversity and inclusion.	✓		A & I
	Actively looking to develop and refine gifts and skills.	✓		A & I
	Willingness to work alone and to be self-motivated.	✓		A & I
	A 'people-person', good at communication and networking.	✓		A & R
	Efficient, organized, reliable and flexible.	✓		A & R

	Ability to identify and maintain appropriate boundaries in all professional and personal relationships.	✓		A & I
	Awareness and understanding of issues of confidentiality with a commitment to maintain appropriate confidences.	✓		A & I

Method of Assessment: A – Application form; I – Interview; R – Reference; Q – proof of qualification

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#### USEFUL LINKS AND INFORMATION

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East of Eden Mission Community: <https://eastofedenmc.org.uk/>

Penrith Methodist Church: <https://www.penrithmethodist.co.uk/>

Cumbria Methodist District: <https://www.cumbriamethodistdistrict.org.uk/>

The post is full time and the working hours will be negotiated, although the postholder will need to have some flexibility in their delivery and it will involve some evening and weekend work. The post could be suitable for a job share. The post holder could work from home but with access to office facilities as required. Ideally the successful applicant will be required to live within the circuit or nearby and have access to a car for which statutory mileage expenses will be paid when working within the circuit. Statutory holiday entitlement will be provided. The post begins at the earliest mutual convenience. There may be the possibility of a property to rent if relocating.

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#### APPLICATION PROCESS

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If you are interested in the position, we would love to hear from you and we would be happy to arrange an informal discussion in order to inform your decision about application. Telephone: Revd Dave Milner (01768 863209)

If you do decide to apply, then please use the application form which you can download here, [www.penrithmethodist.co.uk/jobs](http://www.penrithmethodist.co.uk/jobs). This should be returned to: The Circuit Office, Penrith Methodist Church, Wordsworth Street, Penrith, CA11 7QY.

Interviews will be held on a date to be confirmed.