



Thank you for expressing an interest in this newly created part-time post for a Church **Lay Pastoral Assistant**, based at Shildon Methodist Church, Shildon, DL4 1AH.

**About the role:** A new opportunity for a motivated and experienced church worker, the role of Church Lay Pastoral Assistant provides opportunity to build and strengthen pastoral relationships within church families, creating opportunities for growth and outreach into the local community.

**About the church:** The Methodists in Shildon became one society in 1973 and a new Church was opened in 1976. It is a modern, well-maintained building with good audio-visual facilities. There is also a modern Church Community Hall with good facilities, and which is used regularly by other community groups, which shares the same grounds with a small car park between the two buildings.

**Faith:** A specific faith is an essential requirement for this role and, in accordance with the Equality Act 2010, it is an occupational requirement that the successful applicant is a practicing Christian.

**How to apply:** To download an application form, please visit our websites at [www.shildonmethodistchurch.org](http://www.shildonmethodistchurch.org) and [www.basmethodistcircuit.org.uk](http://www.basmethodistcircuit.org.uk)

For an informal conversation about the role before applying, or to return your completed application form, please contact the Rev David Payne by email at [david.payne@methodist.org.uk](mailto:david.payne@methodist.org.uk)

**Important dates:**

Closing date:	7 <sup>th</sup> February 2024. (Midday)
Shortlisting:	14 <sup>th</sup> February 2024.
Interviews	TBC (Late February, early March 2024)

Please find on the following pages a job description, person specification, and summary of how we recruit. If I can be of any further support, or if you have any questions, please do not hesitate to be in touch.

Kind regards,

**Rev David Payne**  
**Superintendent Minister**  
**Bishop Auckland and Shildon Methodist Circuit**



<b>Job Title:</b>	Church Lay Pastoral Assistant.
<b>Lay Employee in:</b>	Bishop Auckland and Shildon Methodist Circuit.
<b>Employed by:</b>	Shildon Methodist Church.
<b>Location:</b>	Shildon Methodist Church, DL4 1AH.
<b>Responsible to:</b>	The Church Lay Pastoral Assistant will be overseen by a Management Committee appointed by Shildon Methodist Church Council (employing body) and the Minister in Pastoral Charge of Shildon Methodist Church, who will be the designated Line Manager for the post.
<b>Key relationships:</b>	Management Committee. Shildon Methodist Church Minister. Shildon Methodist Church Pastoral Secretary. Members of Bishop Auckland & Shildon Circuit Staff.
<b>Purpose of the role:</b>	<p>Shildon Methodist Church is responding to the changing context of ministry by growing and developing opportunities for lay and ordained people to work together. The role is intended to focus on Pastoral work within Shildon Methodist Church through:</p> <ul style="list-style-type: none"><li>○ Supporting the Minister and pastoral visitors in the care and support of church members and others involved in the life of the Church.</li><li>○ Working with the Minister and church members to explore further opportunities for mission.</li><li>○ Developing initiatives with the local church to grow the profile of the church in the community, encouraging more people to worship and take part in church activities.</li></ul>
<b>Occupational Requirement:</b>	In accordance with the Equality Act 2010, it is an occupational requirement that the successful applicant is a practising Christian.

### **Main Duties:**

Although the job description looks extensive for a post of 8 hours per week, it is designed to indicate the breadth of the job. The appointee will not be expected to accomplish all of the main duties in the allocated time but will work with the Minister to decide on priorities at any given point in time.

### Pastoral Duties

- Home visits.
- Hospital visits.
- Meeting with Church members and visitors who attend church activities.
- Conducting home communion (if duly authorised).
- Attending Pastoral meetings.

### Leading on Projects and Initiatives

- Working with the Minister in a collaborative way to provide the lead for a range of pastoral and mission opportunities.
- Attending meetings as appropriate.
- Developing opportunities to welcome others into the wider life and service of the church.

### Worship

- Attendance at worship at Shildon Methodist Church (as appropriate)

### **Other Duties:**

- Any other duties and responsibilities that are identified by the Line Manager which are within the capabilities and level of responsibility of the postholder.

### **Training Requirements:**

- It is a requirement that the successful applicant completes the following training at the earliest opportunity available to them:
  - o Advanced Safeguarding.
  - o Equality, Diversity, and Inclusion.
- To fulfil requirements and continue the development of the post there may from time to time be additional training requirements. Any such training will be undertaken during contracted hours or will be recorded as time off in lieu (TOIL).

### **Terms and Conditions:**

- This post is offered by way of a permanent part-time contract.
- Working hours are **8** per week to be worked flexibly through the week in agreement with the Line Manager. To fulfil the role, it is recognised that an irregular working pattern including some evening and weekend working will be necessary.
- The rate of pay for this post is **£12** per hour (£4992 per annum salary.)
- Annual leave entitlement for a full-time employee is 244.2 hours, based on a working week of 37-hours. Leave for this post is therefore calculated to be **52.8 hours**, inclusive of public holidays.
- There is a contributory pension scheme to which eligible employees will be auto enrolled and details of contribution rates will be provided on request.
- All reasonable and agreed expenses will be reimbursed.
- Suitable IT equipment to undertake the post will be provided.
- At least two days are free of responsibilities each week.
- Appointment will be conditional on and subject to:
  - o Receipt of satisfactory references.
  - o A satisfactory enhanced disclosure from the disclosure and barring service (DBS).
  - o Completion of a satisfactory probation period of 6-months.

### **Management:**

The Lay Pastoral Assistant will work collaboratively with the Management Committee appointed by Shildon Methodist Church Council and the Minister. The Minister will be Line Manager for the Church Lay Pastoral Assistant and, in conjunction with the Management Committee, will undertake to:

- o Meet regularly with the post holder.
- o Be familiar with the work of the post holder.
- o Monitor and review the workload and offer pastoral care to the post holder.
- o Work with the post holder to determine priorities and areas of work.
- o Act as a reflective 'sounding board' to the post holder.



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**Lay Employee in:** Bishop Auckland and Shildon Methodist Circuit.  
**Employed by:** Shildon Methodist Church.  
**Location:** Shildon Methodist Church, DL4 1AH.  
**Occupational Requirement:** In accordance with the Equality Act 2010, it is an occupational requirement that the successful applicant is a practising Christian.

	Essential	Desirable	Method of Assessment
<b>Education and Training</b>			
Good understanding and use of written and spoken English.	Yes		A, I
<b>Knowledge and Skills</b>			
Computer Literate. Able to use Microsoft packages and comfortable using different social media platforms effectively.		Yes	A, I
Experienced in leading and organising activities and events, including reviewing and appraising these, implementing change as necessary.	Yes		A, I
Experience of working with, either as an employee or volunteer, people of all ages and from all backgrounds in a pastoral context.	Yes		A, I
An understanding of the importance of safeguarding and committed to championing and promoting Church policies in this area.	Yes		A, I
<b>Qualities or Aptitudes</b>			
Good interpersonal skills, with a welcoming and friendly demeanour and an approachable and sensitive style.	Yes		A, I
Able to relate to and communicate in a culturally relevant way to a wide spectrum of people, establishing trusting relationships.	Yes		A, I
Able to identify and maintain appropriate boundaries in all professional and personal relationships.	Yes		I
Able and willing to work independently for periods of time and as part of a team when needed.	Yes		A, I
Awareness and understanding of issues of confidentiality with a commitment to maintain appropriate confidences.	Yes		A, I
<b>Any Other Requirements</b>			
An active Christian that worships within the community or makes a commitment to embed themselves into the heart of Church life.	Yes		A, I
Demonstrate awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion in all aspects of Church life.	Yes		I
Able to travel to attend meetings, activities, events, etc, in the most efficient and timely manner available.	Yes		A, I
Able to work flexibly, when necessary.	Yes		A, I
A driver with access to an appropriately insured vehicle.		Yes	A, I, Q
An understanding of the structure and the workings of the Methodist Church, or a willingness and commitment to learn.	Yes		A, I
A member of the Methodist Church in Britain.		Yes	A, I
Satisfactory enhanced disclosure from the Disclosure & Barring Service. (DBS).	Yes		DBS

**A:** Application form **I:** Interview **Q:** Proof of Qualification

**Disability:**

Please let us know if you require adjustments making at any stage or to any aspect of the application process, or provide us with any information that you feel relevant whilst we consider your application.

If selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of this recruitment process. If you have any questions about the way that we are working, please do not hesitate to contact [hr@darlingtonmethodistdistrict.org.uk](mailto:hr@darlingtonmethodistdistrict.org.uk)

**Entitlement to work in the UK:**

Any job offer will be conditional, subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK should an offer of employment be made.

**Experience, knowledge, skills, and abilities:**

The person specification lists minimum requirements for this post. When shortlisting, the selection panel will only consider information contained in your application form and assess this against the person specification document.

**References:**

Any job offer will be conditional, subject to the receipt of satisfactory references. One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both referees are able to comment on your suitability to the role.

**Criminal convictions:**

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Having a criminal record does not necessarily bar you from working for us, however this will depend on the type of job that you have applied for and the nature of the conviction.

**Data Protection:**

The information provided on the application form will be held in the strictest confidence. We process this information in line with our Privacy Policy. If you are successful in your application, the information will be used to administer your employment with us. By completing and signing the accompanying application form we assume that you agree to the processing of your data in accordance with our privacy policy.

**Equality, Diversity, and Inclusion:**

Our aim is to have a workforce that reflects the diversity of talent, abilities, and skills drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly. Recruitment will be made solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job.

**Other Policies:**

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services. Should a conditional offer of employment be made you commit to work within and actively promote these at all times. They include, but they are not exhaustive to, Health & Safety, Data Protection, the General Data Protection Regulation, Information Governance, Safeguarding, Performance Management, EDI and a range of Personnel and Financial Processes.