

JOB DESCRIPTION

Job Title: Associate Pastor (full time, 38 hours per week including Sunday work, occasional Saturdays and evenings)

Lay Employee in the Ealing Trinity Circuit (35/24)

Location: Kingsdown Methodist Church and Ealing Green Methodist/United Reformed Church

Responsible to: The Lay Employee will be employed by the Ealing Trinity Circuit and will be under the supervision of the superintendent minister of Ealing Trinity Circuit

Payscale: £28-32 k depending on experience

This post is for a fixed term of 12 months, with a review at 3 months. The reason for the fixed term is because the post will provide cover between permanent stationed staff.

Purpose and Objectives:

Working in partnership with the superintendent minister and church communities of Ealing Green (72) and Kingsdown (95) by supporting their pastoral, worship and missional life. Working across the circuit as appropriate, as part of staff team, for particular events or projects agreed with the person appointed.

The post temporarily replaces the existing work of a Methodist Presbyter.

Both churches are keen for innovation and change and over the year are willing to have open and honest discussions with their eyes on the future.

The role involves working alongside the superintendent and requires some consideration in approach for the congregations that are new to this arrangement.

Both churches require a high level of support to strengthen lay leadership.

Hours of Work

As stated above, the usual working week will consist of 38 hours. However, the nature of the role is such that flexibility will be expected on the part of the job holder in order to be available for pastoral emergencies, to provide cover at short notice when necessary and to participate in those aspects of church life which often take place in the evenings and at weekends. This requirement will be discussed in more detail with interviewees. The post holder will have a regular day off.

Main Responsibilities

Pastoral

- Support, identify and agree pastoral ministry priorities with the superintendent minister.
- Be present and available to offer pastoral care within the church families in conjunction with both churches' pastoral visitor teams.
- Visit as appropriate, especially those who are ill, hospitalised and housebound offering home extended communions where appropriate under the direction of the superintendent minister
- 'Drop in' and support the various groups and meetings at both churches.
- Share and develop the churches' pastoral and outreach ministries to the wider community working with ecumenical partners as appropriate. Encourage and enable others to carry this work out themselves.
- Lead pastoral offices as appropriate: funerals, weddings, baptisms/dedications.
- Offer prayer ministry to and with people at appropriate times.

Worship

- Prepare and lead services of worship as part of the Ealing Trinity Circuit staff, primarily at Kingsdown and Ealing Green Churches. Of whatever tradition, the post-holder must preach and act in line with Methodist/United Reformed doctrine and tradition. This to include celebration of the sacraments of baptism and Holy Communion if appropriate within the post-holder's own denominational discipline and Methodist and United Reformed discipline.
- Support creative development of music and worship within congregational life.

Congregational development, growth

- Work with the superintendent minister and staff team in encouraging, enabling and discipling of others to become committed church members and developing their spirituality and the spirituality of the church through existing groups in each church.
- Provide leadership that focusses the congregations on planning for the future and enables them to negotiate a period of great change.
- Work to encourage and facilitate the training of leaders.
- Work with both churches to expand their visions to create a welcoming culture and community.

Support community outreach

- Support church outreach work appropriately (including schools if required), as with existing community commitments during advent, University of West London relationship, Ealing Churches Winter Night Shelter, etc.

General

- Attend and chair (where appropriate) or meetings of the churches to sound out and direct the work of the post - including but not limited to staff meetings, circuit policy, local preachers' and circuit meeting, church councils, general church meetings, stewards', pastoral, property/finance, junior church, and worship groups. To work with lay leaders and other staff in development and preparation of agendas and meeting priorities.
- It is intended that the person appointed will also be enabled to develop and use their special skills and interest.
- Keep adequate records of contacts and of work undertaken, in line with circuit safeguarding policies.
- Undertake appropriate staff training for safeguarding.
- Regularly appraise and review initiatives and activities with the superintendent minister and/or church councils.
- Develop other duties and responsibilities, identified by the superintendent minister as are within the post holder's capabilities and level of responsibility, in order to meet the needs of each church.
- The role will be agreed explicitly with regular review, and is subject to an enhanced DBS disclosure.

Person Specification

Attributes	Essential	Desirable	Method of Assessment
Education & Training	An authorised preacher in good standing with a member church of CTBI or the Evangelical Alliance	Christian minister ordained and licensed with experience of working in this ministry leadership role	Q, A
		A recognised Biblical, theological or practical mission educational qualification	Q
Proven Ability	Current and active member of Christian Church or Community, CTBI or Evangelical Alliance affiliated	Practical evangelism or outreach	A, I
	Good active listening skills able to maintain confidentiality and professional boundaries		A, I
	Good interpersonal skills	Knowledge of rites of passages for different cultural communities	A, I
	Skills in teaching and facilitating group work.		A, I
	Openness to, experience of and willingness to actively support equality and diversity		A, I
	Accredited Preacher Able to lead Worship flexibly to include some quite ordered and some more extempore.		A, I
Special Knowledge & Skills	Ability to offer training, chair meetings, facilitate groups		E

	Ability to use a computer and operate basic I.T systems. ie Microsoft Word, email	Ability to use Power Point, and Excel	
Special Qualities or Aptitudes	Prayerful, mature, resilient: with creative energy, able to adapt to changing priorities and circumstances with good management of time		A, I
	Experience of working in a multi-cultural church environment with a wide spectrum of theological views or willingness to learn and adapt to different cultures.	Experience of working in a Methodist URC LEP	A, I
	Able to communicate effectively in writing and verbally.		A, I
	An encourager and organizer, able to motivate self and others	Experienced with organising volunteers	A, I
	Keen to engage and accompany congregations in their mission and service.	Able to set and work to goals without direct supervision	A, I
	Able to present a strong Christian example		A, I
	An effective contributing team player able to take direction and work collaboratively with those whose style and approach is different from their own		A, I
	Ability and desire to develop self professionally and reflect on own practice		I

Any Other Requirements	Willingness to understand and engage with the Methodist Church and the United Reformed Church and be subject to their discipline		I
	Satisfactory Enhanced Disclosure from the Disclosure & Barring Service		DBS Application

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