**JOB DESCRIPTION**

Job Title: Lay Minister

**Location:** Sandy Row Methodist Church

**Reports to** Superintendent of South and Central Belfast Circuit

**Main Responsibilities**

Pastoral Care

Work in partnership with the Superintendent Minister, the Ordained Minister with designated pastoral responsibility for Sandy Row and local lay leaders,

* establish and maintain effective pastoral support for those on the community roll of Sandy Row Methodist Church.
* visit the homes of those on the community roll on a regular basis, paying particular attention to:
* those who have had a recent personal crisis/loss.
* those who have declared a specific interest in deepening their faith
* visit individuals on the community roll who have been admitted to hospital as required
* pass appropriate information to the Ordained Minister with designated pastoral responsibility for Sandy Row and/or other responsible persons in line with GDPR stipulations
* keep adequate records of contacts and of work undertaken.

**Worship, Preaching and Teaching**

Work in partnership with the Superintendent Minister, other members of the circuit staff team, local preachers and local lay leaders:

* coordinate the worship and preaching in Sandy Row Methodist Church.
* lead worship and/or preach on circuit 2-3 times per month, with the primary responsibility being in Sandy Row.
* share in other circuit and local worship events as required.
* periodically lead circuit/society Bible Studies.

**Missional Leadership**

Working in partnership with the Superintendent Minister, other members of the circuit staff team and local lay leaders,

* coordinate/facilitate new mission and outreach initiatives in Sandy Row Methodist, including youth and children’s initiatives, men’s and women’s groups, discipleship courses, service ministries, one off events etc.
* explore appropriate partnerships with local churches and agencies to further the mission and ministry of Sandy Row Methodist Church
* disciple and mentor people so that they can play their part both in church initiatives and as missional individuals at home, in work and in the wider community.
* identify and secure appropriate financial and other resources to facilitate the ongoing mission of Sandy Row Methodist.

## Attendance at Meetings

The Lay Minister / Mission Worker will be expected to attend the following meetings:

* Services of Worship on the circuit, and particularly at Sandy Row, every Sunday
* Circuit Staff Team Meeting once a month
* 1-1 meeting with Superintendent one a month
* Sandy Row Congregational Meetings 3-4 times per year
* Circuit Preachers Meeting twice annually
* Occasional meetings of circuit or society pastoral teams as and when required on specific dates
* Circuit Executive Meeting as and when required
* Annual Circuit Meeting annually on specified date
* CPD training as determined in consultation with Superintendent

Any other duty as required by the Superintendent of the Circuit commensurate with the post.

PERSON SPECIFICATION

Lay Minister / Mission Worker

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **EXPERIENCE** | Experience of Preaching  Experience of Pastoral Visitation  Experience of an urban church and community  Experience of participating in new mission programmes  Experience of working with Volunteers | Experience of team leadership  Experience of initiating and leading new mission programmes |
| **QUALIFICATIONS / EDUCATION / TRAINING** | A recognised Biblical, theological or practical mission qualification | Recognised training in pastoral/counselling disciplines.  Local Preachers’ Accreditation / On trial |
| **SKILLS** | An understanding of human nature, social trends and personal psychological and spiritual needs.  An understanding of missional discipleship  Ability to maintain accurate written/computer records  IT Proficiency in Microsoft; word; excel; outlook  Ability to work as part of a Team  Excellent interpersonal, verbal and written communication skills |  |

|  |  |  |
| --- | --- | --- |
| **ESSENTIAL** | | **DESIRABLE** |
| **PERSONAL ATTRIBUTES** | Ability to relate effectively to a wide spectrum of people in terms of age, background and perspective.  Ability to maintain confidences appropriately and act with discretion  Ability to motivate self and others  Ability to present a strong Christian example  Committed Christian, confirming agreement with the Statement of Faith of the Methodist Church in Ireland (as included below)  Willing to work in an ecumenical environment | Knowledge of Methodism and/or the local circuit / congregation |
| **TRANSPORT** | Possess a full (clean) UK driving license and business insurance or demonstrate mobility to undertake travel to different locations to undertake the duties of this post. |  |

**GENERAL TERMS AND CONDITIONS**

Duration: Permanent

Hours: 28 hours per week, (8 sessions per week) with possible increase subject to funding

Payment: £16,922 to £17,840 paid monthly in arrears

Holidays: Based on statutory minimum of 5.6 weeks per annum

or 28 days inclusive of statutory holidays.

Total Entitlement = 156.8 hours per annum including statutory holidays

Statutory holidays associated with Christmas, Easter and other times where staff member is expected to work will accrue Time Off in Lieu (TOIL)

Probation Period: 3 months.

Pension: Subject to eligibility requirements, you will be automatically enrolled onto a Government Qualifying Auto-enrolment Pension Scheme. The Church will pay the contributions required by law subject to employees not opting out. You will pay, by deduction from your pay, the level of contribution required in order to meet government minimum contribution levels. You can opt out of the pension scheme at any time, at which point the Church will not contribute either.

Period of Notice: Less than six months service = 1 week.

Six months service or more = 1 month.

Sick Scheme: Statutory sick pay

Expenses: Mileage will be paid at:

Expenses include:

Access NI: This post requires that a check must be carried out under the requirements off Access NI Enhanced Disclosure. This will involve a full criminal records check which will show spent and unspent convictions, cautions, cases pending and any other relevant information.

If you require more details regarding the conditions of employment you will be given the opportunity at interview to discuss these and other matters.

**STATEMENT OF FAITH OF THE METHODIST CHURCH IN IRELAND**

The Methodist Church in Ireland is a community of people who are drawn together by God's love as they know it, expressed in the story of Jesus - his birth and life, teaching, suffering, death and resurrection. We seek to follow the way of Jesus and live to share God's love through action and word in the world. Because this experience of Jesus Christ has so shaped our lives, we invite others to share in the love, life and hope that is freely given to us.

The Methodist Church as part of the worldwide church shares those core beliefs passed down from the time of the Apostles. Those beliefs are founded on the Bible and are summed up in the creeds, which are regularly used in Christian services of all denominations. The word “creed” comes from the Latin “credo” meaning “I believe.” The two better-known creeds are the 4th century Nicene Creed and this, the simpler Apostles' Creed:

*I believe in God, the Father almighty, Creator of heaven and earth.*

*I believe in Jesus Christ, his only Son, our Lord.*

*He was conceived by the power of the Holy Spirit and born of the Virgin Mary.*

*He suffered under Pontius Pilate, was crucified, died, and was buried. He descended to the dead.*

*On the third day he rose again. He ascended into heaven and is seated at the right hand of the Father.*

*He will come again to judge the living and the dead.*

*I believe in the Holy Spirit,*

*the holy catholic Church,*

*the communion of saints,*

*the forgiveness of sins,*

*the resurrection of the body,*

*and the life everlasting.*

Employees in roles where there is an occupational requirement for the role to be undertaken by a Christian are asked to confirm their agreement with the Apostles’ Creed, which is accepted by the Methodist Church in Ireland as a summary of core Christian beliefs.

The vision of the Methodist Church in Ireland is to shape every church as a body of the Christ, to participate in God's mission. This means exploring new horizons when we sense God's call to do so by depending on his grace which always goes before us.