



Lay Pastoral Assistant Bishop Auckland & Shildon Circuit

Additional Information Sheet

Background

The Bishop Auckland & Shildon Circuit is responding to the changing context of ministry by growing and developing the opportunities for lay and ordained people to work together. This is a new role within the Circuit and it is intended to focus on Pastoral work in specific parts of the Circuit.

Policies and Procedures

As a member of Circuit Staff, the post holder is expected to follow the Bishop Auckland & Shildon Circuit Policies and Procedures.

Hours of Work

16 hours per week, distributed through the week by agreement between the appointee and the line manager.

Remuneration

The rate of pay will be at the level of Real Living Wage adopted by the Methodist Church, presently £9.50 per hour.

All reasonable expenses will be reimbursed including travel.

(Travel reimbursement will be at the rate advised by the Methodist Church. For these purposes, the two normal nominated places of work are Newton Aycliffe Methodist Church and Woodhouse Close Church – necessary travel between the two is included, travel to and from home to either is excluded).

Holiday Entitlement

25 days statutory leave per year, pro-rata, plus bank holidays, pro-rata.

Training

Safeguarding training to leadership level will be a requirement.

Opportunities for further training, following discussion and agreement with the line manager.

Probationary period

The appointment is subject to the completion of a satisfactory probationary period of 6 months, a satisfactory DBS check (Enhanced Disclosure and Barring), and the completion of the Creating Safer Space Foundation and Advanced Leadership Modules.

References The appointment will be subject to satisfactory references.

Genuine Occupational Requirement

There is a Genuine Occupational Requirement for the holder of this post to be a Christian and to have an understanding of the aims and objectives of the Methodist Church in Britain.

Management:

The Lay Pastoral Assistant will work collaboratively with Revd. David Payne within the section of the Circuit under his pastoral care as the Superintendent Minister. The work will be with the Newton Aycliffe Methodist Church (7 hours per week) and Woodhouse Close Church (6 hours per week) and their respective communities.

The remaining 3 hours per week will offer support to other churches in the section on a project or agreed basis.

Line Manager

The Revd. David Payne will act as line manager for the Lay Pastoral Assistant and will undertake to:

meet regularly with the post holder;

become familiar with the work of the post holder;

monitor and review the workload and offer pastoral care to the post holder;

work with the post holder to determine priorities and areas of work;

act as a reflective 'sounding board' to the post holder.