

## **POST: Lay Pastoral Assistant – Bishop Auckland & Shildon Circuit**

This post will be 16 working hours per week. The post has is expected to have an initial term of up to three years (although this is not a fixed term contract) and has responsibility to the Superintendent Minister for pastoral work with Newton Aycliffe Methodist Church and Woodhouse Close Church primarily, with some involvement in other work and/or projects in the section of the Circuit in the pastoral care of the present Superintendent Minister. Some flexibility in working hours will be required due to the nature of this post and the opportunities which may arise from the work.

### **Responsible to Revd. David Payne, who acts as line manager**

#### **Relationships**

Circuit Meeting (employing body)  
Members of Circuit Staff  
Circuit Leadership Team  
Church Councils and Church Stewards  
Local Church Pastoral Secretaries and Teams  
Church Members  
Other users of Methodist Church premises

#### **Main Duties**

##### **1. PASTORAL DUTIES**

- Home visits
- Hospital visits
- Conducting home communion (if duly authorised)
- Attending the Pastoral meetings

##### **2. WORSHIP**

- Regular attendance at worship at both Newton Aycliffe Methodist Church and Woodhouse Close Church
- Leading worship at both churches (if duly authorised)
- Leading other devotional gatherings at both churches (if duly authorised)
- Using these gifts in other settings

##### **3. LEADING ON PROJECTS AND INITIATIVES**

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

### **Other Duties**

Any other duties, identified by the line manager, within the post holder's capabilities and level of responsibility.

If the post holder is required and willing to work hours in excess of the normal working week, they will be entitled to take time off in lieu on an equal time basis, as agreed with the Line Manager.

### **PLEASE NOTE**

Although the job description looks very extensive for a post of 16 hours per week, it is designed to indicate the breadth of the job. The appointee will not be expected to accomplish all the main duties in the allocated time, but will work with Revd. David Payne to decide on priorities at any given point in time.