JOB DESCRIPTION

Job Title:	Pastoral Worker (Full Time - Fixed Term – 1 Year)
Lay Employee in the	Darlington Synod Co-ordinating Group for Chinese Mission. (Darlington and Newcastle Districts)
Location:	Durham
Responsible to:	Chinese Mission Coordinating Group for Chinese Mission.
Purpose and Objectives:	The pastoral worker will work within the Durham Chinese congregation at Elvet Methodist Church, Durham, under the direction of the Superintendent of the Durham and Deerness Valley Circuit to offer pastoral care to congregation members. This includes nurturing faith and supporting the development of discipleship and vocation. The pastoral worker will work with the presbyter and church leadership team to develop vision and implement policy.

Main Responsibilities

1. Work as part of the Synod Coordinating Group, the Circuit Meeting, Church Council and congregation leadership team and alongside the Student Worker in order to help develop and implement vision, strategy and policy.

2. Attend meetings across the District when required including in Durham, Middlesbrough and Newcastle.

3. Support and resource the worshipping life of the Durham Chinese Methodist congregation under the direction of the Superintendent. This will involve regular leading of worship and preaching at Durham. (Post holder will need to undertake Local Preacher Training as required).

4. Support the Student Worker in running and enabling the Student Fellowship.

5. With the Superintendent, lead and nurture a culture of pastoral care within the congregation. This will involve the offering of pastoral support as well as enabling congregation members to care for one another

6. Develop and sustain a small group structure within the congregation for the purposes of discipleship development.

7. Promote and participate in the evangelistic ministry of the congregation.

Terms and conditions

- Terms of appointment: 1 year Fixed Term Contract.
- The salary will be £11.41 per hour - equivalent to £23,732.80 per annum.
- Normal working pattern: 40 hours per week, including evenings and weekends as required.
- 28 days statutory annual leave entitlement per year plus Bank Holidays.
- Opportunities for in service development.
- All reasonable expenses will be reimbursed.
- You will be automatically enrolled into the TPT Retirement Scheme. If you do not wish to join the scheme you will need to complete an opt-out notice. As an enrolled member you agree to workplace pension contributions being deducted from your salary.
- Appointment will be subject to a satisfactory Enhanced Disclosure & Debarring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of up to three-month probationary period.

Management

The Lay Employee will have a line manager – either the Superintendent or their nominee - whose responsibilities will be to:

- Become familiar with the work of the Lay Employee.

- Work with the Lay Employee to encourage the church to respond to new challenges and opportunities in mission.
- Determine priorities for the work.
- Prepare a personal development plan with the lay employee.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
- The Chinese Mission Synod Coordinating Group will receive regular reports on the progress of the work offering on-going oversight.

PERSON SPECIFICATION

Attributes	Essential	Desirable	Method of Assessment
Education & Training	Educated to GCSE level or above or its equivalent		A,Q
	Previous experience in a mission role within the Christian Church.		A,Q,I
	A recognised biblical, theological or practical mission qualification		A,Q,I
Proven Ability	Current and active member of Christian Church or Community	Experience of practical evangelism or outreach.	A, I
	Fluent in English, Mandarin and Cantonese		A,I
Special Knowledge & Skills	Experience in pastoral work, congregational development or discipleship training.	Able to lead Worship and able to preach.	A, I

		Able to use Microsoft Word, Power Point, and Excel	E
Special Qualities or Aptitudes	Able to relate effectively to the Chinese culture of Hong Kong and the mainland		A, I
	Able to communicate effectively in writing and verbally in both English and Chinese		A, I
	Able to motive self and others	Able to set and work to goals without direct supervision	A, I
	Able to present a good Christian example	Able to contribute effectively to a team	A, I
		Able to adapt to changing priorities and circumstances	I
Any Other Requirements	Willingness to understand and engage with Methodism and be subject to its discipline		I
	Ability to travel independently, within the Darlington and Newcastle districts including the congregations at Durham, Middlesbrough and Newcastle	A full UK driving licence	A
	Satisfactory Enhanced Disclosure from the Disclosure & Barring Service and a willingness to undertake any required Safeguarding training at Foundation and Advanced level.		DBS Application A

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

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