



**THE METHODIST CIRCUIT OF
GLOUCESTERSHIRE**
Registered Charity No. 1136205

Job Information Pack

Minister Support Worker

Cirencester Ashcroft, Fairford United, South
Cerney and Christ Church Tetbury churches

Closing date: **12noon on Monday 17 August 2026**

Interviews: **To be confirmed**



WELCOME

Cirencester Ashcroft

Cirencester Ashcroft Church is a Local Ecumenical Partnership and was formed when the nearby United Reformed Church joined with the Methodist Church over 20 years ago. Our church and centre now provide a hub for many groups and activities both spiritual and secular. We host various organisations that help the community. Our doors are open at least once a week for anyone to come in and be served with food and drink and a chat. Our main act of worship happens on Sunday mornings but there are many other opportunities to join us at different times.



Fairford United

Fairford United is a Local Ecumenical partnership which has inherited traditions from both the Congregational and Methodist Churches. Through an active Churches Together organisation we have many links with other churches in the town. Our worship style is relaxed, fostering a warm, family atmosphere. We are Silver Eco-Church awarded and we aim to be a church which accepts every person as they are, without discrimination of any kind.

South Cerney

Situated in a particularly scenic part of the Cotswolds, South Cerney United Church is a Local Ecumenical Partnership and was formed when a local Methodist fellowship joined the Congregational Church in the village. As well as more traditional alternating morning and evening services we have a well-attended monthly Café Church for all ages, as well as a monthly communion service. Our renovated and historical village chapel is in the centre of South Cerney and is well used as a village community hub with many groups and charities using our premises.



Christ Church Tetbury

Christ Church, Tetbury is a local ecumenical partnership (LEP) between the United Reformed and Methodist Churches. Our congregation is made up of people with a wide variety of church experiences – Methodist, Anglican, Baptist, URC, Brethren. We are registered for same sex marriages. Whatever your background, you will be assured a warm and friendly welcome at any of our services. We have a varied programme of events at the church, including Chippin' Chicks Toddler Group, as well as close links with the other churches in and around Tetbury.

Thank you for the interest that you have shown in our vacancy, we look forward to hearing from you.



INTRODUCTION

About the Role:

This role is supporting the minister with pastoral charge for Cirencester, Fairford, South Cerney and Tetbury churches who is undertaking their role on a part time basis until 31 August 2028.

The primary focus for this role is to develop the ministry of presence; to be visible at events and outreach activities and to work alongside the minister and churches to help develop new initiatives. This role will assist the minister in supporting the pastoral needs of the communities, providing pastoral ministry where needed, supporting the minister when they are unable to do so.

Working Arrangement:

A flexible working pattern is a requirement for this role, to include evening and weekend working. Specific details to be agreed on appointment. This is a hybrid role and work will be across all four churches with some element of home working.

Faith and Worship:

A specific faith is a requirement for this role and in accordance with the Equality Act 2010 it is an occupational requirement that the successful applicant is a practising Christian.

Next steps:

We actively encourage enquiries and conversations about the role before making an application. In the first instance please address these by email to office@gloscircuit.co.uk

**Note that CV's sent to this email address will not be accepted.*

To make an application you should complete an Application Form together with the Diversity and Equality Form and return to Louise Hebborn by email before noon on Monday 17 August 2026.

Anticipated timeline:

A flexible start date is available and will be discussed at interview stage.

1. Closing date:	12noon on Monday 17 August 2026
2. Interview date:	To be confirmed
3. Start date:	As soon as possible

1. We reserve the right to close the vacancy before this date should a sufficient number of applications be received.
2. Interviews will be held in person at [TBC] Methodist Church.



JOB DESCRIPTION

Job Title: Minister Support Worker for the Cirencester section
Employed by: Methodist Circuit of Gloucestershire (Charity No: 1136205)
Location: Cirencester, Fairford, South Cerney & Tetbury
Circuit: Methodist Circuit of Gloucestershire
Responsible to: The Minister with Pastoral Charge for Cirencester, Fairford, South Cerney & Tetbury churches

Occupational requirement: A specific faith is a requirement for this role and in accordance with the Equality Act 2010 it is an occupational requirement that the successful applicant is a practising Christian.

Internal relationships:

- Church members and other volunteers involved in the churches
- The Minister with Pastoral Charge for the section
- Other lay workers in the Circuit

External relationships: Cirencester Churches Together, Churches Together in Fairford and Tetbury Area Churches Together Groups. Local Nursing Homes, schools etc as events occur. Partner community organisations.

Purpose and Objectives:

- Being a presence in and around the churches in Cirencester, Fairford, South Cerney and Tetbury and the communities they serve
- Leading and facilitating the congregations in discipleship and outreach
- Supporting church outreach events such as coffee mornings and other group activities
- Being a link between the local church mission and the community
- Supporting the church's pastoral work on behalf of the minister

Key Responsibilities:

The role includes but is not limited to the following responsibilities which will be reviewed regularly and monitored through jointly agreed annual objectives.

Fairford

- Supporting the minister with providing pastoral care for the congregation and others connected with the life of the church including visiting at times of need such as at home or in hospital
- Be the church representative at Churches Together meetings
- Attend occasional outreach and fundraising events, social activities and offering listening and support

South Cerney

- Supporting the minister with providing pastoral care for the congregation and others connected with the life of the church, including visiting at times of need at home or in hospital
- To attend the Cafe Society event twice per month on Wednesday mornings, and occasional church run events, supporting the church and its community

Cirencester

- Supporting the minister with providing pastoral care for the congregation and others connected with the life of the church, including visiting at times of need at home or in hospital
- To attend the Squeals on Wheels toddler sessions on Tuesday mornings, supporting the church and its community
- Work alongside the Mission & Outreach Worker and their exciting new projects
- Attend regular Welcome Space events on Tuesdays and Fridays, offering listening and support
- Be a representative at Churches Together in Cirencester

Tetbury

- Supporting the minister with providing pastoral care for the congregation and others connected with the life of the church, including visiting at times of need at home or in hospital
- Attendance at Holiday at Home and occasional church social and fundraising events, offering listening and support.
- Attendance at Chippin' Chicks Toddler and Carer group on Friday mornings offering listening and support
- Be a representative of Christ Church at Tetbury Churches Together

Other requirements:

- Offer support to volunteers in active and new activities across the section
- Assist the congregation in discovering mission opportunities and in initiating new mission ventures
- Encourage relationships between the congregation, other local churches and the community, to grow the mission of the church and to share resources
- Get alongside the people of the church to facilitate the ongoing discipleship of the congregation



SUMMARY OF TERMS & CONDITIONS

Contract type	Part-time, until 31 August 2028
Working hours	18.5 hours per week
Rate of pay	£ 15,700 per annum / FTE £ 31,400
Location	This is a hybrid role and work will be across all four churches with some element of home working
Required working	A flexible working pattern is a requirement for this role, to include evening and weekend working. Specific details to be agreed on appointment.
Annual leave	Five weeks per year (pro rata) plus all Public and Bank Holidays
Pension	There is a 6% employer/employee contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions.
Probationary period	Appointment will be conditional on the satisfactory completion of a 3-month probationary period. We reserve the right to extend this up to 6-months.
DBS disclosure	Appointment will be conditional subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
Right to work	Appointments and offers of employment are conditional on the successful applicant demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006.
Training	This appointment is conditional on the successful completion of the Methodist Church safeguarding training within the first 3 months of employment. There will from time to time be the need for other training to be completed that is relevant to the role and/or a requirement of the wider Methodist Church. This appointment is conditional on your agreement to this. All training will be undertaken during contracted hours or recorded as time off in lieu (TOIL). We are a responsible employer who will try to support your professional development. During your employment with us we will consider any relevant requests for your continuing professional development.



PERSON SPECIFICATION

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E = Essential, D = Desirable, A = Assessment Method	E	D	A
Knowledge, Skills and Experience			
Experience of working in a church and/or faith environment in either a voluntary or an employed capacity		Yes	
Experience of working in a church to encourage discipleship		Yes	
Experience of working with children and young people		Yes	
Experience of building networks within a wide-ranging stakeholder group	Yes		
Experience of using IT effectively, particularly Microsoft packages and Zoom		Yes	
Active listening skills with a sensitive questioning style to uncover and nurture spiritual and pastoral needs	Yes		
Self-starting; able to set and achieve goals without consistent supervision	Yes		
Good organisation and time management skills	Yes		
Good communication and interpersonal skills	Yes		
Qualities and Aptitudes			
Able to recognise and respond appropriately to pastoral needs	Yes		
Able to recognise and develop the gifts of others and encourage participation		Yes	
Able to initiate conversations, establishing positive and productive relationships and building trust with various age groups	Yes		
Demonstrate a mature and robust faith		Yes	
Any Other Requirements			
A commitment to maintain close links with the congregation through worship at one of the churches, once a month	Yes		
Willing to be subject to Methodist discipline and practices, learning and understanding the structure and principles of the Methodist Church	Yes		
Demonstrate awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion in all aspects of a person's life	Yes		
A commitment to adhere to and positively promote current and future policies issued by the Methodist Church about Safeguarding, Health and Safety, Equality, Diversity and Inclusion and the General Data Protection Regulation	Yes		
A willingness to work irregular hours including evenings and weekends	Yes		A, I
A satisfactory enhanced disclosure from the Disclosure and Barring Service	Yes		Q

Assessment Method

A – Application Form

I - Interview

Q – Certificate/Qualification



IMPORTANT NOTES

Adjustments:

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application.

If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of the recruitment process.

If you have any questions about how we recruit you can contact us by clicking [here](#).

Entitlement to work in the UK:

Any job offer will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. *Where CVs are submitted these will not be used to make shortlisting decisions.*

References:

Any job offer will be conditional, subject to the receipt of satisfactory references and we reserve the right to withdraw a conditional offer based on the references that we receive. One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both referees are able to comment on your suitability to the role.

Criminal convictions:

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Whilst having a criminal record does not necessarily bar you from working for us this will depend on the job that you have applied for and the nature of the conviction.

Data protection:

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us. By making an application, we assume that you agree to the processing of your data in accordance with our Privacy Policy.

Equality, diversity, and inclusion:

Our aim is to have a workforce that reflects the diversity of talent and abilities drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly.

Unless clearly stated that an 'Occupational Requirement' is in place with a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the job criteria.