

The Methodist Circuit of Gloucestershire

Job title: Lay Worker for Hospitality, Pastoral Care and Administration

Place of work: Bethesda Methodist Church, Great Norwood Street, Cheltenham, GL50 2AP

Duration of appointment: The appointment will commence 1st September 2022 and funding is in place for a period of 3 years. This initial period may be extended if further funding is secured.

Hours of work: 20 hours per week

Accountability

The Lay Worker for Hospitality, Pastoral Care and Administration will be employed by the Methodist Circuit of Gloucestershire and will be under the supervision and line management of the Minister with pastoral charge for Bethesda Methodist Church.

Background to post

The post is being created as part of the new vision of ministry and mission for Bethesda, working alongside the Methodist Minister who from September 2022 will have pastoral charge of Bethesda and St Mark's Methodist Churches, Cheltenham. It is one of two lay worker posts that, together with the minister and members of the congregation, will form a team to deliver Bethesda's work alongside the community.

Bethesda is located in a residential/shopping area about a half mile from Cheltenham town centre. Membership is 128 with a post covid average attendance of 60, mainly in the upper age range with a few younger families and a Junior Church of up to 12 members. Bethesda has long been a community that engages with the world around us through worship, arts, service and partnership. We have a longstanding commitment to being an Eco church and addressing the climate crisis. We aspire to be an inclusive congregation. We have a passion for social justice as an integral part of the Christian Gospel.

We celebrate the Methodist practice of an 'open table' at Bethesda and it is from this Christ-centred gift of radical hospitality that our understanding of all other activity through mission, service and spiritual development grows. In 2017 we reconfigured our building which now provides a place of warmth and welcome and enables the continuation and development of activities which feed people, body, mind and soul. Through the establishment of this post, we want to continue to host a wide range of activities, offer pastoral support to those who need it and manage the efficient running of the church's administration.

Purpose and objectives

- To offer a **Ministry of Hospitality:** opening up the building regularly to the community, creating a sense of welcome, continuity and flow; enabling Bethesda to become a place where people can drop in for company, community, to talk, pray and to be refreshed. To strengthen links between the church community and the building users; communicate and connect with the wider local community.

- To offer **Pastoral Care**: supporting and assisting the Minister as necessary in the pastoral needs and care of the congregation, building users and throughout the wider community.
- To **Administrate** the day-to-day life of the church building including bookings, licences and the upkeep and development of the church's digital presence.

Main responsibilities

- To offer a welcoming presence to user groups and others who come into the building
- To build relationships with the many groups who currently use the premises, for example: Uniformed Groups; Parent and Toddler Groups; Welcome and Lunch Clubs;
- To be seen 'out and about' in the community, and be recognised as a point of contact outside the church;
- To work with the Minister in developing groups for exploring faith and making deeper relationships with the church;
- To work with the Minister in delivering pastoral care throughout the church community, including to those unable to attend regular Sunday worship;
- To support the Minister in administrative duties to ensure the smooth running of the church; to oversee the management of the church office, dealing with telephone calls, emails, and face to face enquiries;
- To ensure the church's outreach work is promoted and well publicised to the general public and church members, including via social media;
- To attend appropriate circuit meetings and church meetings such as Church Council and Pastoral Team;
- To liaise with all user groups regarding bookings, the issuing of licences and keys;
- To ensure Health and Safety requirements are understood and maintained, including ensuring First Aid Kits are in date and satisfactory;
- To deal with Public Liability requirements;
- To undergo safeguarding training;
- As the role evolves, other opportunities may be identified to expand and develop the role.

Terms and conditions

- **Remuneration:** Salary of £22,326 per annum pro-rata based on a full-time working week of 37.5 hours.
- **Pension:** There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.
- **Hours of work and normal working pattern:** 20 hours per week; flexible, including some weekend and evening working. Exact working pattern to be mutually agreed.
- **Holiday Entitlement:** 28 days annual leave entitlement pro rata based on a full-time working week of 37.5 hours. This entitlement includes provision for Bank Holidays.
- **Probationary period:** Appointment will be subject to the satisfactory completion of a six-month probationary period with an interim review after three months.
- Opportunities for study and training
- The successful applicant will provide their own accommodation and their own transport
- Appointment will be subject to satisfactory references
- Appointment will be subject to a satisfactory enhanced Disclosure and Barring Service check (DBS)

Line Management and Support Group

This post will be line managed by the Minister.

The Lay Employee will have a support group whose responsibilities will be to:

- Become familiar with the work of the employee;
- Determine with the minister priorities for the work;
- Monitor and evaluate progress with the employee on a regular basis;
- Act as a 'sounding board' to the employee;
- Ensure that the employee receives suitable pastoral support;
- Undertake a review at the end of the probationary period, and an annual review of the work.

Independent, confidential and impartial pastoral support and mentoring is available through one of the Gloucestershire Circuit's Supernumerary Ministers.

How to Apply

- Please fill in the application form and return to office@glosccircuit.co.uk with 'Hospitality, Pastoral Care and Administration Application' in the Subject Line.
- Closing date for applications: 12 noon on Friday 10 June.
- Interviews will take place during week commencing Monday 4 July.
- Start Date: 1st September 2022 (or as soon as possible thereafter).