



**THE METHODIST CIRCUIT OF  
GLOUCESTERSHIRE**

*Registered Charity No. 1136205*

Job Information Pack

# Pastoral Worker

Hucclecote Methodist Church  
Carlsbrooke Road, Gloucester, GL3 3QP.

Closing date: **Noon on Friday 28 March**

Interviews: **Tuesday 8 April**



# WELCOME

Hucclecote Methodist Church is one of the largest churches in the Gloucestershire Circuit with just under one hundred members ranging from teenagers to octogenarians. We are a suburban church with a growing Sunday congregation located about four miles from the centre of Gloucester.

Our main youth work is through the 5<sup>th</sup> Gloucester Company of the Boys Brigade and Girls Association and a range of other organisations, some directly connected to the church, who also use our premises through the week.

These include *JellyTotz*; our parent and toddler group, men's and women's fellowship groups, a craft group, a regular lunch club, a dance group, a choir for those with dementia and a carers' coffee morning.

We are a member of the 'Hucclecote Hub'; the ecumenical network of local churches and we participate in their regular events.

We also have strong links with MHA Brockworth House (a Dementia nursing care home), hosting services for them, providing birthday cards for the residents and supporting various fundraising activities.

We are working towards a Silver Eco Church award and part of our green space is now a community garden known as *The Welcome Garden*. 'The Welcome' is the lead roofed building which links the church and the rest of our premises shown in the picture below. The Welcome Café is open three or four days each week and is a pay-what-you-can café which is registered as a 'Place of Welcome' and has operated as a *Warm Space* over several winters.



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



# INTRODUCTION

## About the Role:

Hucclecote Methodist Church seek to appoint a part-time Pastoral Worker to work in conjunction with the minister who has pastoral charge of the Church to:

- Be 'the face of the church' as a regular pastoral presence for church organisations and those using the church premises.
- Offer Christian friendship in the name of the Methodist Church to those who may be experiencing challenging times in their lives (i.e., bereavement, illness, infirmity or isolation.)
- Link into and support the development of the pastoral care network within the church.

## Working Arrangement:

A flexible approach to the working week is necessary. A typical working week *could* look like this:

Attend worship on Sunday	Visiting groups using the church premises	A morning at the Welcome Café	Time for administration and preparation	Training and personal development	Visiting groups using the church premises
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## 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 practicing Christian.

A commitment to maintain close links with the congregation through regular worship at Hucclecote Methodist Church is necessary to maintain effectiveness of the role.

## 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](mailto:office@gloscircuit.co.uk)

*\*Note that applications sent directly to this email address without a completed application form 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 Friday 28 March.

## Anticipated timeline:

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

1. Closing date:	Noon on Friday 28 March
2. Interview date:	Tuesday 8 April
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 Hucclecote Methodist Church.



## JOB DESCRIPTION

**Job Title:** Pastoral Worker  
**Employed by:** Methodist Circuit of Gloucestershire (Charity No: 1136205)  
**Location:** Hucclecote Methodist Church, GL3 3QP  
**Circuit:** Methodist Circuit of Gloucestershire

**Responsible to:** The Minister with Pastoral Charge for Hucclecote Methodist Church

**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 practicing Christian.

**Internal relationships:**

- Minister with Pastoral Charge, the Rev John McNeil (Line Manager).
- Hucclecote Church Stewards and other office holders.
- Church congregation and visitors/users of church premises.

**External relationships:**

- The Hucclecote Hub – an Ecumenical network of local churches.
- MHA Brockworth House – a local dementia nursing care home.

### **Purpose and Objectives:**

- To be 'the face of the church' as a regular pastoral presence for church organisations and those using the church premises.
- To offer Christian friendship in the name of the Methodist Church to those who may be experiencing challenging times in their lives (i.e., bereavement, illness, infirmity or isolation.)
- To link into and support the development of the pastoral care network within the church.

### **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.*

#### Pastoral Care

- Work in partnership with the Pastoral Stewards, Pastoral Visitors and the Minister to care for the spiritual and practical needs of the congregation and wider community, including those unable to attend worship.
- Create a thriving pastoral care ministry by developing connections and networks to support church organisations and those using the church premises.
- Be aware and maintain an understanding of the local situation and lean on individual gifts and skills to develop personal ministry.
- Encourage conversations about life and faith through a willingness to listen, an ability to respond appropriately and the skills to support those in need.
- Maintain good congregation links by being present at worship and church gatherings.

- Provide pastoral care to those who attend worship and need spiritual, physical, emotional or psychological support.

**Other requirements:**

- Maintain a complete diary of work undertaken and future work planned.
- Attend Church Council and other relevant Church and Circuit meetings as asked to do so.
- Maintain a good understanding of the culture and values of Hucclecote Methodist Church and the wider Methodist Circuit of Gloucestershire, always acting in their best interests.
- Any other duties within the postholders level of responsibility that support the existing and developing mission of the Hucclecote Methodist Church.

**Summary of terms and conditions:**

<b>Contract type</b>	Part-time, permanent.
<b>Working hours</b>	<b>18.5-hours per week (0.5FTE)</b>
<b>Rate of pay</b>	£14,266 (£14.83 per hour - £28,532 FTE)
<b>Location</b>	Hucclecote Methodist Church, GL3 3QP
<b>Required working</b>	A flexible working pattern is a requirement for this role, to include evening and weekend working. Specific details to be agreed on appointment.
<b>Annual leave</b>	Five weeks per year (pro rata) plus all Public and Bank Holidays
<b>Pension</b>	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.
<b>Probationary period</b>	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.
<b>DBS disclosure</b>	Appointment will be conditional subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
<b>Right to work</b>	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.
<b>Training</b>	<p>This appointment is conditional on the successful completion of the Methodist Church safeguarding training within the first 3 months of employment.</p> <p>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.</p> <p>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.</p>



# PERSON SPECIFICATION

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**Responsible to:** The Minister with Pastoral Charge for Hucclecote Methodist Church

E = Essential, D = Desirable, A = Assessment Method	E	D	A
<b>Knowledge, Skills and Experience</b>			
Experience of working in a church and/or faith environment in either a voluntary or an employed capacity	Yes		A, I
Experience of working in a church to encourage discipleship		Yes	A, I
Experience of working with children and families		Yes	A, I
Experience of building networks within a wide-ranging stakeholder group	Yes		A, I
Experience of using IT effectively, particularly Microsoft packages and Zoom	Yes		A, I
Active listening skills with a sensitive questioning style to uncover and nurture spiritual and pastoral needs	Yes		A, I
Self-starting; able to set and achieve goals without consistent supervision	Yes		A, I
Good organisation and time management skills	Yes		A, I
Good communication and interpersonal skills	Yes		A, I
<b>Qualities and Aptitudes</b>			
Able to recognise and respond appropriately to pastoral needs	Yes		A, I
Able to recognise and develop the gifts of others and encourage participation	Yes		A, I
Able to initiate conversations, establishing positive and productive relationships and building trust with various age groups	Yes		A, I
Demonstrate a mature and robust faith	Yes		A, I
<b>Any Other Requirements</b>			
A commitment to maintain close links with the congregation through regular worship at Hucclecote Methodist Church	Yes		A, I
Willing to be subject to Methodist discipline and practices, learning and understanding the structure and principles of the Methodist Church	Yes		A, I
Demonstrate awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion in all aspects of a person's life	Yes		A, I
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, I
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.