**Job Description**

**Job Title:** Lay Pastor and Preacher

**Location:** The Fens Circuit Churches

**Employed by:** The Lay Employee will be employed by the Fens Circuit

**Responsible to**: The Superintendent Minister.

**Responsible for**: The development of the Mission and wellbeing of the Circuit.

**Purpose and Objectives:**

As part of the Circuit Staff Team the Lay Pastor and Preacher will be responsible, with the Circuit Leadership Team and the local church Leadership Teams for the day to day life of the local churches as they seek to deliver their mission. To develop the distinctive contribution of Lay Ministry in the Fens Circuit to celebrate the ministry of all God’s people.

**Main Responsibilities:**

* Working in partnership with the church communities, to establish and develop initiatives which are mission focussed.
* To support the Circuit’s overall vision of making new followers of Jesus Christ through developing Christ-Centred communities.
* To lead and guide the provision of quality pastoral care, working alongside the Presbyters and lay teams within the given churches.
* To develop and overs the Circuit expression of Bereavement Care across the Circuit.
* To preach the Methodist doctrine and lead worship regularly at Trinity Church March, Upwell and St Andrews Outwell.
* To preach elsewhere as planned across the Circuit.
* To engage actively in the structures of the Circuit staff Team and to attend weekly Circuit staff Meetings.
* To chair meetings as delegated by the Superintendent Minister or the Presbyter in Charge at Trinity Church March.
* To be an active part of the Circuit Leadership team.
* To keep adequate records of contacts and work undertaken.
* To appraise and review initiatives set up and activities undertaken and where necessary to revise the action and focus of the work after discussion with, and agreement with the appropriate leadership forum.
* To undertake any other appropriate activities as directed by and agreed with the Superintendent Minister.

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**Terms and conditions:**

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| Terms of appointment: | Permanent  |
| Remuneration: | £12/hour. |
| Hours of work | Full time: 37 hours per week |
| Expenses | Only previously agreed expenses will be paid. |
| Holiday entitlement | 5.6 weeks leave. |
| Criminal record clearance | Appointment will be subject to a clear check from the Disclosure and Barring Service. |
| References | Appointment will be subject to satisfactory references |
| Probationary period | Appointment will be subject to the satisfactory completion of up to six-month probationary period, review at three months. |

**Management**

The Lay Employee will have a line manager 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.
* 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).
* Act as a “sounding board” to the Lay Employee.