

About the job:

Doncaster Methodist Circuit seek to appoint a full-time Local Lay-Pastor via a 3-year fixed term contract.

The Circuit is going through a time of exciting change and forward thinking; the successful candidate would play a key part within this momentum.

We are seeking a candidate with proven pastoral and interpersonal gifts; a sensitivity to the needs of the members within the Churches served and the willingness to be a team player.

The successful candidate would work closely with two presbyters and another Lay Pastor as part of a growing 'Team Ministry' approach, but will work with five Churches in the North East section of the Circuit.

The Churches to be cared for are:

- Thorne Methodist Church, 64 King Street, Thorne, DN8 5BA. (Membership of 36).
- Stainforth Methodist Church, 151 Church Road, Stainforth, DN7 5AD. (Membership 14).
- Hatfield Woodhouse Methodist Church, 1 Main Steet, Hatfield, DN7 6NE. (Membership of 14).
- Dunsville Methodist Church, Green's Road, Dunsville, DN7 4DE. (Membership of 16).
- Barnby Dun Methodist Church, 70 High Street, Barnby Dun, DN3 1DS. (Membership of 18).

Click [here](#) to learn more about our Circuit.

What is a Local Lay Pastor?

The Office of a Local Lay-Pastor was launched in 2022. Click [here](#) to find out more about the role.

Working arrangement:

A flexible working pattern is required, to include evening and weekend working with at least one day free of responsibility each week.

Faith:

A specific faith is an essential 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.

Next steps:

We encourage enquiries and conversations about the post to the Rev John Henry. Please, in the first instance, direct these via email by clicking [here](#).

- To download an application form, visit our website at www.doncastermethodistcircuit.org.uk
- Please return completed application forms to hr@sheffieldmethodist.org

Anticipated timeline:

A start date as close to 1st September 2024 is offered.

1. Closing date:	12 th August 2024.
2. Interview date:	20 th August 2024.

1. We reserve the right to close the vacancy earlier than this date and without further public notification should enough applications be received.
2. Interviews will be held in-person at the Circuit Office, Alder Grove Methodist Church, Balby, Doncaster, DN4 8RF.

Job Title:	Local Lay-Pastor.
Employed by:	The Doncaster Methodist Circuit.
Location:	The Local Lay-Pastor will be based Circuit-wide in agreement with their Line Manager and in response to the needs of those they support.
Occupational requirement:	In accordance with the Equality Act 2010 it is an occupational requirement that the successful applicant is a practising Christian.
Responsible to:	The Local Lay-Pastor will be employed by the Managing Trustees of Doncaster Circuit Meeting and will be line managed by the Superintendent Minister.
Purpose of role:	The Local Lay-Pastor will be required to provide oversight and pastoral care to five churches in the Circuit. <i>The ministry of the Lay Pastor will be predicated on a team ministry approach with two Presbyters.</i>

Main duties:

- To provide Preaching and Pastoral oversight as part of the Circuit Ministry Team.
- To work primarily with 5 churches in the Circuit but elsewhere as opportunity and need arises.
- To lead worship 3 Sundays per month on the Circuit plan.
- To work alongside the Ministry Team and membership of the church to help deliver pastoral care to the membership and to those on the Community Role.
- To be a regular pastoral presence in the churches to build contacts with the local community.
- To offer a link of Christian friendship in the name of the Methodist Church with those who might be experiencing challenging times in their lives (e.g., bereavement, illness, isolation, infirmity.)
- To support the churches in establishing and running activities and events which help to meet the needs of the local community.
- *A dispensation for celebrating the Lord's Supper will be applied for at the Conference of 2025.*

Other requirements:

- Develop and maintain a good understanding of the culture and values of the Circuit.
- Any other reasonable duties and responsibilities identified by the Line Manager that meet the needs of the churches.

Summary of terms and conditions:

Contract type:	Full- time, 3-year fixed term contract.
Working hours:	37-hours per week (1 FTE).
Rate of pay:	£18.52 per hour (£35,639.63 salary per annum).
Location:	Alder Grove Methodist Church, Balby, Doncaster, DN4 8RF and other locations throughout the Circuit.
Required working:	A flexible working pattern is a requirement for this role, to include elements of evening and weekend working.
Annual leave:	Annual leave entitlement for a full-time employee is 244.2 hours, based on a full-time working week of 37-hours.
Pension:	There is a 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 6-month probationary period. We reserve the right to extend this up to 12-months.
DBS disclosure:	Appointment will be conditional subject to a satisfactory enhanced disclosure

Right to work:	from the Disclosure & Barring Service (DBS).
	Appointment will be conditional on demonstrating the right to live and work within the United Kingdom.
	References:
	Appointment will be conditional on receiving satisfactory references.
Training:	<p>Local Lay-Pastors are required to complete six modules at Cliff College from the Foundations: Mission and Ministry pathway programme. The units are:</p> <ul style="list-style-type: none"> • Integrating Theology and Practice • Pastoral Practice • Ministry in the Methodist Tradition • Christian Spirituality • Christian Theology in Outline • Growing in Leadership <p>The units can be completed online or as hybrid units, with two live lectures accessible either on campus in Derbyshire or online. The units lead to an award of undergraduate credit from The University of Manchester.</p> <p>All training will be undertaken during contracted hours or recorded as time off in lieu (TOIL) and the costs will be met by the Circuit.</p>

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	Essential	Desirable	Method of Assessment
Education and Training			
An accredited local preacher within the Methodist Church.	Yes		A, I
Qualities and Aptitudes			
Excellent people skills and pastoral sensitivity.	Yes		A, I
Able to listen as well as speak.	Yes		A, I
Able to engage, relate to and work with people of all ages and backgrounds.	Yes		A, I
Able to identify and maintain appropriate boundaries in all professional and personal relationships.	Yes		A, I
Able to maintain confidentiality appropriately.	Yes		A, I
Able to work alone and within a team.	Yes		A, I
A self-starter who can plan and manage workloads efficiently.	Yes		A, I
Any Other Requirements			
An active Christian that worships within the local community or makes commitment to embed themselves into the heart of Circuit life.	Yes		A, I
A commitment to work flexibly to include evening and weekend working.	Yes		A, I
A commitment to seeing the Circuit flourish in fulfilling its mission with an appreciation of how this role can directly influence and support this.	Yes		I, P
A commitment to adhere to policies around Safeguarding, EDI and GDPR.	Yes		I
A commitment to continue professional and personal development and to undergo relevant training where appropriate and necessary.	Yes		I
A satisfactory enhanced disclosure from the Disclosure and Barring Service.	Yes		DBS

Evidence: **A:** Application form **I:** Interview **P:** Presentation **Q:** Proof of Qualification

Disability:

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 this recruitment process. If you have any questions about the way that we are working, please do not hesitate to contact us by clicking [here](#).

Entitlement to work in the UK:

Any job offer will be conditional, subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK should any an offer of employment is made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information contained in your application form and assess this against the person specification.

References:

Any job offer will be conditional, subject to the receipt of satisfactory references. 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. Having a criminal record does not necessarily bar you from working for us however 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 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, abilities and skills 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. Recruitment will be made solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job.

Other policies:

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who work, volunteer or worship with us, or who visit our buildings.

Should a conditional offer of employment be made you commit to work within and actively promote these at all times. They include, but they are not exhaustive to Health & Safety, Data Protection, the General Data Protection Regulation, Information Governance, Safeguarding, Performance Management, EDI and a range of Personnel and Financial Processes.