

About the job:

We seek to appoint a full-time Local Lay-Pastor via a 2-year fixed term contract.

About our circuit:

The Derbyshire North-East Circuit is one of seven circuits that form the Sheffield Methodist District. It comprises 14 churches serving communities in and around the historic towns of Chesterfield and Bolsover, close to the spectacular Peak District National Park and within easy reach of the city of Sheffield.

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 Mark Carrick. Please, in the first instance, direct these by email to mark.carrick@methodist.org.uk

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

Anticipated timeline:

A start date as soon as possible is available and will be discussed at interview stage.

1. Closing date:	8 th August 2024
2. Interview date:	W/C 12 th August 2024

1. We reserve the right to close the vacancy earlier than this date and without further public notification should a sufficient number of applications be received.
2. Interviews will be held in-person at the Circuit Office, Whittington Moor Methodist Church, S41 8NA.

- Job Title:** Local Lay-Pastor.
- Employed by:** The Derbyshire North East Methodist Circuit.
- Location:** Based from the Circuit Office, Whittington Moor Methodist Church, S41 8NA with the requirement to travel across the Circuit as appropriate and necessary to fulfil the evolving needs of the role.
- 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 under the supervision of the Minister in pastoral charge of the designated Methodist Churches and will be accountable to a support group appointed by the Circuit.
- Purpose of role:** The Local Lay-Pastor is a new role created to support the mission and ministry of churches across the Derbyshire North-East Circuit, whilst pioneering new opportunities where need is identified.

The successful applicant will be required to:

- Work alongside ordained and lay staff. *Key relationships will be with the two ordained ministers, the Community Pioneer and the Young People's Pioneer in identifying and addressing the needs of churches and communities across the Circuit.*
- Work with volunteers and leadership teams within the various churches.

Main duties:

The successful applicant will work collaboratively with the churches, lead worship, provide pastoral care, and assist in leadership, under the supervision of the Minister in pastoral charge, to develop ministry and mission within the community. There will be a requirement for the successful applicant to:

- Lead worship within the Circuit at least 3 Sundays a month.
- Take responsibility for the pastoral care of members and adherents whilst under the supervision of the Minister in pastoral charge.
- Develop strong relationships and partnerships with other churches, ecumenical partners, and community organisations that improve community and church life.
- Identify potential for mission and growth and enable the local Churches to build on existing activities.
- Identify, support, and develop community-based ministry in such locations as Care Homes, Schools, etc.
- Collaborate in Funeral and Baptismal Services with the Minister.
- Attend Circuit Meetings, Church Councils, and Pastoral Meetings.

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 Support Group, as are within your capabilities and level of responsibility, that meet the needs of the churches.

Summary of terms and conditions:

Contract type:	Full- time, 2-year fixed term contract.
Working hours:	37-hours per week (1 FTE).
Rate of pay:	£15 per hour (£28860 salary per annum).
Location:	Whittington Moor Methodist Church, Chesterfield, S41 8NA.
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 from the Disclosure & Barring Service (DBS).
Right to work:	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			
A local preacher, either in training or qualified, within the Methodist Church.	Yes		A, I
Knowledge, Skills, and Experience			
Awareness or experience of, and a commitment to develop, the participation of members and adherents in the life of the church.	Yes		A, I
Understanding of pastoral ministry and approaches.	Yes		A, I
Confident communicator able to express faith naturally and authentically.	Yes		A, I
Awareness or experience of, and a commitment to develop, pioneering work in communities where traditional church may be reimaged.	Yes		A, I
Qualities and Aptitudes			
Able to recognise and develop the gifts of others and foster an environment of participation	Yes		A, I
Able to initiate conversations and establish positive and productive relationships	Yes		A, I
Able to identify and maintain appropriate boundaries in all professional and personal relationships.	Yes		A, I
Able and willing to work independently for periods of time and, when needed, collaboratively as part of a team.	Yes		A, I
A true self-starter who can plan and manage workloads efficiently	Yes		A, I
A robust and mature faith, modelling discipleship principles.	Yes		A, I
Any Other Requirements			
A commitment to seeing the church 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 Methodist policies around Safeguarding, EDI, GDPR and data protection, undertaking training as requested.	Yes		I
A commitment to continue professional and personal development and to undergo relevant training where appropriate and necessary.	Yes		I

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 use our services. 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.