



JOB DESCRIPTION

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| JOB TITLE: | Lay Pastoral/Outreach Worker |
| EMPLOYED BY: | Westborough United Reformed Church |
| MANAGED/ SUPERVISED BY: | Revd Graham Hoslett |

Vision/Purpose/Objective of role

Westborough Church has a heart for the poor and the lost, particularly in our local community, but needs help now in building upon the relationships fostered with neighbours and friends locally for the church to grow. We believe we are in a better position as a church in terms of our profile and reputation locally amongst young families and elderly residents than we have been for a long time, and need to make the best of such an opportunity. The Employee will provide the resource needed to help the church to do that.

Principal responsibilities and duties

- Lead/Help at Alpha Course, Lead Discipleship Group and/or assist in the development of a mentoring programme
- Lead weekly Toddler Group
- Attend Sunday morning worship and quarterly Church Meetings
- Attend Monday morning Coffee Morning once a fortnight
- Join in the development of a monthly Sunday Seeker Service
- Co-Lead Prayer Visitation to Streets
- Co-Lead monthly Saturday Messy Church, and assist with planning
- Lead the monthly pastoral visitation of Messy Church families and develop the pastoral visitation of non-church members

- Other such activity that might be identified of benefit to the outreach of the church to the local community

This list is an indication of the main tasks to be performed. It is not an exhaustive list of duties, and responsibilities and may be subject to amendments to take account of changing circumstances.

Additional ministry Opportunities, to be discussed with the Employee:

- Attend the bi-monthly Seniors' Lunch Club, and develop Lunch Club talk or other spiritual input
- Establish a fortnightly mid-week junior Youth Group
- Develop the Social Media profile of the church
- Explore Mission Possibilities with local Primary School

Health and Safety at Work:

You are required to take reasonable care of the health and safety of yourself and others persons who may be affected by your acts or omissions at work and to co-operate with Westborough United Reformed Church in adhering to statutory safety regulations.

Safeguarding

The Church takes the safety of everyone within the Church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with one of the church link workers, Sally Staniforth and Paul Evans

Terms and Conditions

- Terms of appointment: Fixed Term for three years from date of commencement, subject to renewal if funding is available
- The salary will be £9.30 per hour, reviewed in accordance with the real living wage
- Normal working pattern: sixteen hours per week
- Pension provision will be made according to statutory requirements
- All reasonable agreed expenses will be reimbursed and a small budget kept for on-going training. (Note: you will be expected to use a car for this job).
- At least one day free of responsibilities each week.

- 90 hours statutory annual leave entitlement per year.
- Appointment will be subject to a satisfactory Enhanced DBS disclosure
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of a three-month probationary period.

Management

The Employee will have a line manager whose responsibilities will be to:

- Become familiar with the work of the Employee.
- Determine priorities for the work, and regularly review the vision for the role.
- Prepare with the Employee a personal development plan.
- Monitor and evaluate progress with the Employee on a regular basis, as appropriate.
- Act as a “sounding board” to the Employee.
- Ensure that the Employee receives suitable pastoral support, through the formation of a separate support group.



PERSON SPECIFICATION

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| REQUIREMENTS | ESSENTIAL | DESIRABLE | MEASUREMENT |
|------------------------------|---|--|--------------------------------|
| Education and qualifications | GCSE level 4 in English and Maths, or equivalent | <p>Recognised relevant qualification, eg diploma in Youth and Community work or similar</p> <p>Educated to degree or equivalent</p> | <p>A/Q</p> <p>A/Q</p> |
| Experience | <p>Previous experience of Christian outreach, evangelism and pastoral work, in particular making first contact with people.</p> <p>Experience and aptitude for working with younger families.</p> | <p>Experience of working in a Church environment reporting to a Minister</p> <p>Experience of working with other Community Groups and organisations e.g. schools</p> | <p>A/I</p> <p>A/I</p> |
| Knowledge | <p>Awareness of issues relating to safeguarding of children and vulnerable adults.</p> <p>Ability to manage many different activities at the same time.</p> | Relevant IT skills to aid communication. | A/I |
| Skills and Abilities | <p>Active worshipping member of the Christian Church, ready to support Westborough Church in its activities.</p> <p>Commitment to Christ and a passion for bringing people into the Kingdom of God and the Church.</p> <p>Strong interpersonal skills and adaptable communication style -</p> | Holder of full driving licence. | <p>A/Q</p> <p>A/I</p> <p>I</p> |

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| | <p>including speaking one to one and to small groups.</p> <p>Good organisational skills.</p> <p>Ability to meet people for the first time and establish good relations.</p> <p>Able to pray with people and join others in praying.</p> <p>Living locally to Guildford.</p> | | <p>I</p> <p>I</p> <p>I</p> <p>A</p> |
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A- Application form/I- Interview/P- Presentation/Q- Qualification/
E- Exercise