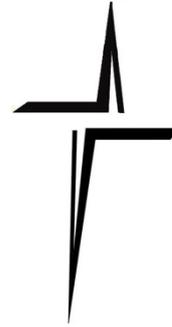


UNITED CHURCH DORCHESTER

49 – 51 Charles Street Dorchester Dorset DT1 1EE



Job Description

- Job Title:** Pastoral Support Assistant (United Church Dorchester)
- Location:** From a base at United Church Dorchester.
- Responsible to:** The Minister in pastoral charge of United Church Dorchester (UCD) (supervisor) and to the Chair of the Pastoral Committee of UCD (Line Manager).

United Church Dorchester is a single-congregation Local Ecumenical Partnership between the United Reformed and Methodist Churches. UCD is part of the Dorset South & West Methodist Circuit & Joint Pastorate within the United Reformed Church.

Purpose and Objectives

The role is to be performed in the light of the United Church Dorchester Mission Statement: *The United Church Dorchester is a Christian Community welcoming everyone because God loves all people. We value our diversity. Whatever our age, background, culture, gender, orientation or race, we each have something special to share with others.*

In Jesus Christ's name the United Church Dorchester lives to celebrate together and share the love of God

- *seeking personal and spiritual growth for ourselves and encouraging others*
- *caring for and supporting each other within and beyond the church community*
- *serving our community and the wider world by caring for the earth and striving for a just and peaceful world, identifying with the poor and powerless*
- *working in partnership with other churches and local groups in Dorchester and district*
- *developing creative friendships with people of other cultures and faiths around the world*

The purpose of the post is to support the Minister in pastoral charge of United Church Dorchester and the Pastoral Committee in their pastoral role by visiting members or friends of the Church who are in immediate or ongoing need of pastoral support.

Main Responsibilities

- To be aware of pastoral issues and concerns at United Church Dorchester amongst both members and the wider church family.
- Participating in the Pastoral Committee and offering support to the church's pastoral visitor team
- To work with those in need of pastoral support, especially the lonely or bereaved, by
 - visiting them in their homes (including care homes) or in Dorset County Hospital to offer pastoral support and prayer;
 - referring those receiving hospital treatment elsewhere (especially Dorset County Hospital) to the appropriate pastoral teams
 - where appropriate preparing and sharing in Acts of Worship (for example in a Care Home or as part of a funeral Service)
 - giving practical information or advice about Church groups and other activities and encouraging participation
 - being regularly present in the church's activities
 - attending worship and other events at UCD on a regular basis to offer a presence.
- To attend some Church Meetings and Pastoral Visitor meetings at UCD as agreed with the Supervisor and/or line manager.
- To maintain appropriate pastoral records and records of time worked as agreed with the Supervisor and/or Line Manager
- To meet regularly with the Supervisor and Line Manager and keep them informed about pastoral issues arising in United Church Dorchester
- To undertake any other duties within your capabilities and level of responsibility as agreed with the Supervisor and/ or Line Manager.

Terms and Conditions

Terms of appointment: This is a 2 year fixed term post, in the first instance.

The annual salary is £5943.60 (based on an hourly rate of £11.43).

The normal working week is 10 hours. If the post holder is, occasionally, required and willing to work hours in excess of the normal working week, he/she will be entitled to take time off in lieu on an equal time basis, by agreement with the line manager. Overtime is not payable.

The post will be offered subject to receipt of satisfactory references. Confirmation of appointment is subject to satisfactory completion of a three month probationary period.

The post holder is entitled to staff development as deemed appropriate by the Line Manager and the Supervisor, jointly.

All reasonable expenses as agreed in advance with the Line Manager will be reimbursed. You will be expected to have access to your own transport for this job.

Your work base will be at United Church Dorchester. You will be expected to work at various locations in this job.

You will be entitled to 56 hours (i.e. 5.6 weeks) paid annual leave per year (including Public Holidays).

Appointment is subject to enhanced Disclosure and Barring Service clearance.

Pension

There is a contributory pension scheme to which eligible employees will be auto-enrolled. This is provided in accordance with legal requirements and Methodist policy. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.

Management

The Minister in pastoral charge of United Church Dorchester will act as the supervisor by

- directing the work to be undertaken, meeting regularly with the Line Manager and Pastoral Worker to agree priorities and provide guidance
- ensuring that the Pastoral Worker has a personal development plan and access to training opportunities and advice as needed to fulfil the role
- providing regular opportunities for review of the Pastoral Worker's experience in the role.
- In addition, the UCD Pastoral Committee will have oversight of the post. It is therefore expected that the post-holder, their Supervisor and Line Manager, will work closely with the Pastoral Committee to ensure there is good communication between stakeholders and support for the post. If deemed helpful, pastoral support from a source separate from the Supervisor, will be made available to the Pastoral Support Assistant.