**JOB DESCRIPTION**

**Job Title**: Lay Pastoral Worker

Lay Employee for The Church at Carrs Lane (a Local Ecumenical Partnership of the United Reformed and Methodist Churches)

**Location**: The Church at Carrs Lane, central Birmingham

**Responsible to:** Line manager appointed by the Elders

**Responsible for**: No staff report to this post

**Purpose and objectives**:

* To offer energy, dynamism, enthusiasm to the church’s ministry of welcome.
* To work as part of a team with the ministers, elders and congregation to grow. the ministry and outreach of the church and share its open, inclusive, justice seeking vision.
* To develop the Church’s ministry of welcome and hospitality including a readiness to explore and create new initiatives.
* To enable new arrivals to explore their journey of discipleship within the church and wider world.
* To create opportunities for outreach to younger adults in central Birmingham including among students and refugees.

**Main responsibilities:**

1. To take a leading role in developing ministry among new arrivals, including younger adults and families within the life of the church.
2. To co-ordinate and strengthen the existing team of church members and volunteers who welcome and engage with all newcomers to the congregations.
3. To convene and share in leading The Young Adults Group.
4. To explore opportunities to reach out to younger adults across the city centre.
5. To attend Sunday worship each week and the mid-week communion service.
6. To develop inter-generational discipleship opportunities for the congregation.
7. To develop and strengthen existing networks with local partners and community groups and explore new partnerships.
8. To scope out potential possibilities for outreach and collaborative working, including developing links between the church and local FE & HE institutions.
9. To attend and make regular reports and updates on the work to Elders, and Church meetings.
10. To undertake training and participate in wider church gatherings and mentoring programmes as agreed
11. To fulfil other duties consistent with the role as agreed with the line-manager and ministers and as time permits.

**Terms and conditions**

Terms of appointment: Initial funding in place for a 3-year period

*Funding is available for 35 hours a week but a part-time role 16-20 hours a week is possible instead*

**Salary** £29,120 pa or *pro rata if part-time*

The successful applicant will be enrolled in a contributory pension scheme.

No accommodation is provided with this post.

Normal working pattern: This will be flexible but it **will include most Sundays and some evening work**. Formal working pattern to be negotiated and will be included in your terms and conditions of employment.

**Annual Leave** 25 days plus bank holidays *or pro rata if part-time*

All agreed reasonable expenses will be reimbursed (e.g. telephone, stationery, mileage) and lap top provided

Appointment will be subject to satisfactory references and an Enhanced DBS check.

*Candidates must be a member of the Christian Church and willing to work in accord with the vision and values of The Church at Carrs Lane which is a local ecumenical partnership between the United Reform and Methodist Churches*