

# Appointment of a Church and Community Chaplain for Chandler's Ford Methodist Church

## Role Description

**Lay Employee in:** The Winchester, Eastleigh and Romsey Circuit **"The Circuit"**

**Location:** Most work will be carried out at Chandler's Ford Methodist Church.

**Responsible to:** The person is appointed and employed by the Winchester, Eastleigh and Romsey Circuit and will be under the management and supervision arrangements as determined by the Superintendent Minister.

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

**Purpose and Objectives:** To provide a focus on discipleship, evangelism, and chaplaincy at Chandler's Ford Methodist Church

### Main Responsibilities

#### Leadership

- To work in partnership with the Minister and staff team.
- To work with the Leadership Team and Action Teams in agreed areas.
- To attend Church Staff Meetings.
- To attend Church and Circuit Meetings as agreed with the Line Manager.

#### Discipleship

- To work with the Learning and Caring Action team leader to build on Holy Habits to encourage church members to learn and pray together through small groups and other events.
- To equip and encourage church members to actively engage in evangelism and outreach

#### Worship

- To take part in the leading of public worship where appropriate

#### Community/mission & evangelism

- To take the lead on, and work with the Minister, the Dovetail Café team of volunteers, the Pastoral Assistant, and the Church Community centre Manager, to further develop chaplaincy as an intentional Christian presence for groups and individuals using the church and café.
- To lead in setting up an evangelism action team to equip and encourage church members to actively engage in evangelism and outreach
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#### Administration and Organisation

- To embrace Pastoral Supervision and attend appropriate training course as agreed with the Line Manager.

## Terms and conditions:

Terms of appointment:	Part-time.
Remuneration:	The salary will be £12036 per annum
Hours of work:	Normal working pattern: 18 hours per week flexible working, including weekends, some evenings, and Bank Holidays. At least one day free of responsibilities each week.
Expenses:	All reasonable expenses will be reimbursed. These will need to be agreed with the line manager first.
Pension:	There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. This is provided in accordance with legal requirement and Methodist policy. Lay employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.
Holiday entitlement:	28 days statutory annual leave entitlement per year ( <b>pro- rata for part-time Workers</b> ). Holidays must be agreed in advance with the Line Manager.
Clearance:	Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
References:	Appointment will be subject to satisfactory references.
Probationary period:	Appointment will be subject to the satisfactory completion of a three-month probationary period.

## Management

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

- Become familiar with the work of the Lay Employee.
- Work with the Lay Employee to encourage the church to respond to new challenges and opportunities.
- Determine priorities for the work.
- Prepare a personal development plan with the lay employee.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
- Act as a "sounding board" to the Lay Employee.

**Term of appointment** - There is initial funding available for 3 years for this post, with a review of the post in year 2.