

## JOB DESCRIPTION

<b>Job Title</b>	Pastoral Worker with Older People		
<b>Reports to</b>	Minister in leadership and pastoral charge	<b>Location</b>	Hungerford, Newbury & Thatcham
<b>Circuit</b>	Kennet and Test Valley	<b>Salary</b>	£24,960 (pro-rata)

<b>Job Purpose and Objectives</b>
The worker will work with the Pastoral Development Worker and the Minister/s at Hungerford, Newbury & Thatcham Methodist Churches to provide care home ministry in the Local Authority care homes and other care homes for older people in the area.

<b>Responsible to</b>	The Lay Employee will be employed by the Managing Trustees of the Kennet and Test Valley Circuit and will be line managed by the Minister in pastoral charge at Newbury Methodist Church
<b>Responsible for</b>	No post holders report to this post

<b>Main Responsibilities</b>
<ol style="list-style-type: none"> <li>1. Working in partnership with the care homes and those already engaged in delivering care home ministry (e.g. local churches), to develop a sustainable care home ministry from which it is anticipated there will be missional and development opportunities</li> <li>2. To identify new areas of possible care home ministry across the area</li> <li>3. To audit existing spiritual care in the care homes to understand their needs more fully</li> <li>4. To build professional relationships with the care homes</li> <li>5. To prepare and deliver monthly Hymn Singing and Vintage Adventure sessions (at Birchwood and Willows Edge)</li> <li>6. To introduce yourself to new residents/family when they come to live in a care home</li> <li>7. To undertake pastoral visits to care home residents who/whose family/staff request them (spending ½ day each week in Birchwood and ½ day each week in Willows Edge doing pastoral visits, with visits at Notrees arranged by individual residents)</li> <li>8. Being available for end of life (EOL) spiritual care – occasional out of hours work</li> <li>9. To deliver EOL spiritual care training for care home staff and others</li> <li>10. To recruit volunteers to help with preparation and delivery of Vintage Adventure or other similar activities</li> <li>11. Future areas of development may include: <ul style="list-style-type: none"> <li>• pastoral care of care home staff</li> <li>• writing regular articles for care home newsletters</li> <li>• undertaking training in hand massage/warm wax treatment to offer to care home residents</li> <li>• populating USB sticks with a selection of hymns, bible readings etc for use by care home residents</li> <li>• Bible study</li> <li>• Anna Chaplaincy</li> </ul> </li> </ol>

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### Terms and Conditions

- Terms of appointment: Permanent (Initial funding for 3 years)
- The salary will be £12.00 per hour
- Normal working pattern: 24 hours per week
- All reasonable expenses will be reimbursed
- There is a contributory pension scheme to which eligible lay employees will be auto enrolled. Lay employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions
- Annual leave entitlement of 20 days per year plus 8 public holidays (pro-rata for part-time workers)
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of up to three-month probationary period
- Annual budget for training and career advancement plus opportunities for study and for training

### 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 in mission
- 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