

Pastoral Team Leader - Job Description

Main Purpose

The Pastoral Team Leader (PTL) will develop and lead the pastoral care team within St Jude's Church, and work collaboratively with other members of the senior team to ensure good quality pastoral care across the church, especially to older adults.

Accountability

The PTL will be accountable to the PCC as employer through their line manager the Vicar. The person will work in close cooperation with staff and volunteers at the church, in particular the Senior Leadership Team, and Administrator.

Terms and Conditions

1. 16 hours per week (0.4) to be worked flexibly. Fixed term for 12 months, with the possibility to extend.
 - a. There is scope for the post holder to work for longer hours in term time, taking more annual leave in holidays if required.
2. 25 days annual leave (FTE – 10 actual) plus bank holidays.
3. Salary £25,020 - £27,800 (FTE - £10,008 - £11,120 actual) depending on experience.
4. This role requires a DBS check as part of our fuller safer recruitment policy.

Duties and Responsibilities

1. Involvement in the senior leadership of the church

- Support the vicar in the implementation of the vision of St Jude's with a particular focus on the pastoral needs of the congregation, especially older adults.
- Attend regular Senior Leadership Team meetings and occasional PCC meetings with a mind to the wider ministry of the church, but particularly to champion our pastoral ministry.
- To attend occasional training for the Ministry Leadership Team.
- To work with the Ministry Leadership Team in the oversight of events and activities which strengthen links with the community (e.g. Cream Tea).

2. Developing Pastoral Care Ministry

- To lead, grow and support the existing pastoral care team in the delivery of pastoral care across the life of the church.
- To recruit, train and develop volunteers to work within pastoral ministry in the church.

- To be the first port of call in pastoral support matters, including pastoral visiting.

3. Discipling older adults

- To promote the spiritual welfare of older people, those of faith and no faith, especially those whose lives are marked by physical and mental frailties including dementia.
- To work towards accreditation as an 'Anna Chaplain' within the Diocese of Portsmouth – reinstating the role of Anna Friends (currently known as Pastoral Visitors)
- To support families and carers in understanding and providing for the spiritual needs and care of their loved ones.
- To develop links with Care Homes and Care Agencies so that spiritual care is provided alongside physical and emotional care, through visiting and the occasional offer of training for staff.
- To provide Christian services, including prayer, Bible reading, enabling worship for individuals and groups where these have been requested, in collaboration with local clergy and laity.
- To share in the responsibility for the planning and delivery events for older adults including Monday Lunch Club, Monday Fellowship and other events through the year.
- To show kindness and care to the older generation through cards from the church to mark significant events/birthdays.
- To advocate for the needs of older people within the community.
- To encourage opportunities for intergenerational interaction.

4. General duties

- To play a full role as a member of the staff team, taking part in staff meetings, retreats, 'all-church' activities when time allows.
- To maintain good contacts lists and accurate information on the church website.
- To manage the pastoral care budget.
- To provide reports of work as requested, including an annual written report to the PCC.
- To work with the Safeguarding Officers, Vicar and others to ensure that St Jude's meets the requirement of relevant legislation, Church of England Requirements and general good practice regarding the safeguarding of children and vulnerable adults.
- To engage with all safeguarding requirements for the role, including necessary and role specific safeguarding training.
- To undertake any other duties that may reasonably be required of this post holder.

GOR: In accordance with the Equality Act 2010 it is a genuine occupational requirement that the post holder is a practising Christian and we would expect the Pastoral Team Leader to adhere to our values as a church.

	Ess.	Des.
Christian Experience and knowledge		
Committed and baptised Christian, involved in church activities	X	
Willingness to work within the authority structures of the Church of England.	X	
To be or become a full member of St Jude's	X	
To be willing to work within the values (Word and Spirit) of St Jude's Church.	X	
General Skills / Experience		
Ability to work in a team	X	
Strong interpersonal skills (face-to-face, phone and email)	X	
Calm and organised, able to multi-task and problem solve	X	
Good IT skills		X
Managing and developing staff and volunteers		X
Role Specific Skills/Experience		
Recognizing and managing pastoral concerns	X	
Implementing pastoral support processes	X	
Good listening skills, and the ability to identify pastoral and discipleship needs and sign-post people to the best help available	X	
A good boundary setter, who is able to maintain their own health and well-being while managing the pastoral care of others	X	
Understanding of the needs of older people in the later stages of their lives, including impact of dementia end of life issues.		X