

Appendix 1: Job Description

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

Location: Most work will be carried out at Romsey 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:

- Engage children and their families in discipleship, allowing them to explore the idea of faith and/or to grow in their faith.
- Provide an inviting and welcoming environment for children and families coming into our community.
- Help those who belong to our groups to also connect with our wider church community, seeing it as a place to find joy and support.
- Working as part of a team, united in the overall vision of the church, to bring people of all ages together and support them in growing as disciples of Jesus.

This role will work with families, with a specific focus on children aged 0 – 11yrs (year 6). We are flexible to define the job for 12 - 21 hours per week depending on the successful candidate’s preference.

Specific responsibilities

1 - Leading the provision for children on Sundays

The expectations for this role are:

- Being part of our church life on at least 3 Sundays a month.
- Designing a curriculum for COGs which complements provision on other Sundays and helps children to learn the foundations of faith in a fun and engaging way.
- Developing COGs to support the broadening age group who attend.
- Contributing to intergenerational worship at the start of services by working with the church Worship Group.
- Leading, encouraging, and supporting the COGs volunteers to deliver sessions (this may include training / team building).
- Considering how Sunday morning sessions can spill over to support the family in discipleship.

Depending on skills and experience of leading worship, training and support can be provided to develop in this area. Formal development as a Methodist Worship Leader or Local Preacher could be offered.

2 - Supporting children and families in exploring faith / discipleship

This responsibility works across the whole job role. The vision for how to do this will be developed by the job holder, working alongside others in the church. The church are ready to support new initiatives and volunteers across our groups and keen to be supported in sharing their own faith more with those who attend.

3 - Helping those who attend our groups to connect with our wider church community and reaching out to those who don't know us yet

This includes:

- To encourage and support volunteers for our groups (this may include leading training).
- To develop and support pastoral provision to our children's groups.
- To come alongside families attending our groups, build relationships, and find ways to help them feel part of our community.
- To create and implement a vision for outreach to families – this will likely include building on our existing groups as well as new events/groups. This will be done in collaboration with volunteers in the church and in line with the church's overall mission.

4 - Building a social media presence for children and families

This will involve working with the church's communications lead. We hope this is an area which can develop beyond sharing when events are happening into an active community and a vehicle for support. It will be up to the job holder, liaising with their line manager, to develop an approach that complements the church's vision and values.

5 - Promoting relevant safeguarding across the entire role

Terms and conditions

Terms of appointment:	<p>Part-time</p> <p>There is initial funding available for 3 years for this post with a review of the post in year 3.</p> <p>We are flexible to define the job for 12 - 21 hours per week depending on the successful candidate's preference.</p>
Remuneration:	<p>The salary will be £11.88 rising to £12.80/ hour from September 2023.</p>
Hours of work:	<p>Normal working pattern: 12-21 hours per week</p> <p>We expect your line manager to work with you to ensure a minimum of one non-working day a week. This can be planned in advance. Some flexibility will be helpful but more fixed days could be achieved if required.</p> <p>Currently our children's session are:</p> <p>Monday – Tiddlywinks toddlers and new mums (weekly term time)</p> <p>Wednesday – Café with area for new mums and babies (weekly) and tune tots (monthly)</p> <p>Friday - Café with area for new mums and babies (weekly)</p> <p>Saturday – Who let the dads out? (monthly)</p> <p>Sunday – COGs session / Funday Sunday / All-In services [we would expect you to attend 3 out of 4 Sundays]</p> <p>Sunday afternoon / evening - about once a term we have a family event and tea</p> <p>You would not be expected to attend every group every week.</p>
Expenses:	<p>All reasonable expenses will be reimbursed. These will need to be agreed with the line manager first.</p>
Pension:	<p>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.</p>



- Holiday entitlement: 28 days statutory annual leave entitlement per year (**pro-rata for part-time Workers**). 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.