

Job Description

JOB DESCRIPTION

Job Title:	Mission Enabler
Lay Employee in the	Southport Circuit
Location:	Crossens and Marshside Methodist Churches, Southport (They are forming Cornerstone Methodist Church from September 2019) Office based at Marshside Road Methodist Church
Responsible to:	The Lay Employee will be employed by the Southport Circuit and will be accountable to a management group appointed by the Southport Circuit Meeting. Day-to-day supervision and management will be undertaken by the Circuit Superintendent Minister.
Purpose and Objectives:	The person will support and encourage the delivery of the Cornerstone Church Mission Plan.

Main Responsibilities

- To establish missional opportunities in existing church activities and as appropriate establish new initiatives which are mission focussed and relevant to people today
- Support and develop worship, fellowship activities and groups which express the emerging vision of Cornerstone and enable people to come to faith and grow in faith.
- Build relationships and develop strategic partnerships with the wider community. For example we are currently exploring how we can best support children, young people and their families with additional need.
- Where appropriate to develop ecumenical links.
- Offer pastoral support to members and adherents in collaboration with pastoral visitors and the minister.
- Attend appropriate meetings e.g. Leadership Team, Church Council and Circuit staff.
- Keep adequate records of contacts and of work undertaken.
- Any other duties and responsibilities, identified by the leadership team of the church as are within your capabilities and level of responsibility, in order to meet the needs of the church.

Terms and conditions

- Terms of appointment: Permanent
- The salary will be £21138 per annum.

- Normal working pattern: 37 ¹/₂ hours per week with flexibility including evenings and weekends
- Opportunities for study and for training.
- All reasonable expenses will be reimbursed and a small allowance given for on-going training. (Note you will not be expected to use a car for this job).
- 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.
- At least one day free of responsibilities each week.
- 28 days statutory annual leave entitlement per year.
- Appointment will be subject to a satisfactory Enhanced Disclosure & Debarring Service (DBS) disclosure and appropriate Safeguarding Training.
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of up to three-month probationary period.
- It is an occupational requirement for the post holder to be a professing and practicing Christian (Equality Act 2010)

Management

The Lay Employee will be supervised by the Superintendent minister.

The circuit will appoint a management support group consisting of a circuit steward, a member of Cornerstone and the Minister in pastoral charge.