

Local Lay Pastor Job Description

The **Methodist Church** JOB DESCRIPTION

Job Title:	Local Lay Pastor (LLP)
Lay Employee in the Location:	Southend and Leigh Circuit South-east corner of Essex, including the Boroughs of Southend and Castle Point, and District of Rochford
Responsible to:	The PP will be employed by the Southend and Leigh Circuit and will be under the supervision of the Superintendent Minister.
Responsible for:	Working with Lay Leaders at the local church(es) to which the PP is appointed.
Purpose and Objectives:	To be responsible, with each of the local Church Leadership Teams, for the day-to-day life of the local churches as they seek to deliver their mission. To enable mission to flourish. To celebrate the ministry of all God's people. To be part of the Circuit Ministry Team.

Main Responsibilities

- To work in partnership with the Superintendent and church pastoral leaders to deliver quality pastoral care and pastoral visits for church members and other adherents, as determined by the Pastoral Meeting.
- To preach and lead worship in a full-time capacity, as directed by the Superintendent at the Methodist Churches appointed to and as shown on the Preaching Plan.
- To chair church meetings as delegated by the Superintendent.
- To support and visit children's and youth activities in the church(es).
- To work in partnership with the church communities, supporting, setting up and developing initiatives which are mission focused.
- To support key volunteers within the churches.
- To support the Circuit's overall vision of making new followers of Jesus and developing Christ-centered communities.
- To attend monthly Circuit Staff Meetings and be part of the local network groups (e.g. ecumenical) that meet for mutual support.
- To attend the regular Circuit Leadership Team (CLT) meetings and the four Circuit Meetings a year. (Other meetings to be attended when specifically requested.)
- To keep adequate records of contacts, pastoral visits and of work undertaken.
- To appraise and review initiatives set up and activities undertaken, and change where necessary the action and focus of work after discussion with, and agreement, from the local churches and management group.
- To undertake any other reasonable duties and responsibilities, identified by the Superintendent as are within your capabilities and level of responsibility.
- To unroll and fully participate in the Local Lay Pastor scheme of the Methodist Church of Great Britain.

Terms and conditions

- Terms of appointment: 5 years fixed term, 1st September 2026 to 31st August 2031
- The salary will be £15.75-£17 per hour
- Provision of accommodation: potentially available depending on individual circumstances
- Normal working pattern: 40 hours per week, worked flexibly according to the needs of the churches
- Opportunities for study and for training.
- All reasonable expenses will be reimbursed and a small allowance given for on-going training. (You will 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 (including 5 Sundays).
- Appointment will be subject to a satisfactory Enhanced Disclosure & Debarring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to six-month probationary period.
- Employee will need to undertake mandatory and regular Safeguarding Training.