



The Methodist Church

Leigh and Hindley **Methodist** Circuit

Local Lay Pastor Application Pack

Letter to Applicant

Dear Applicant,

POST OF LAY PASTOR

Thank you for your interest in The Methodist Church and for requesting further information for the above vacancy.

I am pleased to enclose an application pack, which contains the following information:

- Job advertisement
- Information about the Circuit
- Job Description
- Person Specification
- Application Form

If you wish to make an application, please complete the form and return it to the Circuit Office at Kingsleigh Methodist Church either by post or by email by midnight on the closing date which is Friday 18th June 2021.

It is essential that every section of the application form is completed. Please read the job description and person specification carefully as these form the basis of our shortlisting process.

It is anticipated that shortlisted candidates will be notified as soon as possible after the closing date and will be called to an interview during June or July 2021.

We will do our best to write to applicants who are not shortlisted, but if the response to the advertisement is substantial this may not be possible. In this case, if you do not receive an invitation within three weeks of the closing date, please assume that on this occasion you have not been shortlisted.

It is good to have your interest in this post and we look forward to receiving your application.

Yours faithfully,

The Circuit Stewards
Leigh and Hindley Methodist Circuit

Advertisement

A unique opportunity has arisen to be involved in the leadership and growth of two Methodist Churches in the Leigh and Hindley Methodist Circuit.

As a **Local Lay Pastor** you will walk along with the people of God, sharing in the good times and bad.

You will have experience of leading or assisting in a variety of forms of worship and be willing to be involved in a range of regular events and pastoral roles.

Building up the churches, you'll be at the front of developing links with the local communities they serve, all with a focus on sharing the good news of Jesus.

If you have a love for people and a heart for evangelism, this role could be for you.

16 hours per week
Fixed 3 year appointment
Salary of £9,144.42

For further information and an informal conversation about the role, please contact Circuit Steward and Circuit Lay Employment Secretary, Mrs Jean Aldred (01942 882979).

Deadline for applications: Friday 18th June 2021

Applications to be returned either by post or by email:

By Post

Circuit Office
Leigh and Hindley Methodist Circuit
Kingsleigh Methodist Church
King Street
Leigh
WN7 4LR

By Email

admin@leighandhindley.org.uk

Information about the Circuit

The appointment is for a Local Lay Pastor to serve two churches in the Leigh and Hindley Methodist Circuit.

Leigh and Hindley Methodist Circuit

The Leigh and Hindley Methodist Circuit consists of eleven churches and two Methodist Primary Schools. The Circuit measures approximately nine miles north to south and nine miles east to west. Nine churches lie within the Wigan Council area and two in Warrington Borough. The circuit area covers the full range of deprivation but is weighted towards the more deprived end of the spectrum. The circuit is made up of individual townships and villages, each with their own distinctive history and character, separated by countryside rather than being a continuous conurbation. The total membership of the Circuit is 594, with average attendance 313.

The Circuit staff consists of the Superintendent minister, one full-time presbyter, one part-time (.45) supernumerary presbyter, a pastoral assistant, an administrator and a school chaplain. They are supported by a team of five Circuit Stewards.

Further information about the Leigh and Hindley Methodist Circuit is available on the website:

www.leighandhindley.org.uk.

Job Description

Job Title: Local Lay Pastor

Lay Employment in the: Leigh and Hindley Methodist Circuit

Responsible to: Management and supervision arrangements as determined by the Superintendent minister

Aims:

- To care for and nurture the people of two churches within the Leigh and Hindley Methodist Circuit.
- To help members of the church grow spiritually.
- To encourage and work alongside the membership of these churches through pro-active involvement in the local community to develop mission opportunities.
- To encourage the development of the worship life of the church.
- To develop links ecumenically, within the Methodist Circuit, through local 'Churches Together' and the wider world church.

Responsibilities

This job will include, but not be limited to, the following responsibilities which will be reviewed regularly and monitored in line with jointly agreed annual objectives.

Pastoral Care

- To pray regularly for, and with, church members by name.
- In partnership with the Pastoral Visitors, walk alongside members of the church and community in the good times and bad – visiting the sick, ministering to those in need and supporting the bereaved.
- To offer and develop the Church's pastoral ministry and grow formal and informal networks to support church members and the local community.

Spiritual Growth

- To take responsibility for your own personal spiritual development.
- To provide opportunities for church members to learn and pray together, through small groups and/or other events.
- To encourage members to engage in local and national Christian events.

Mission

- To encourage and equip members to engage and participate in mission activities.
- Identify and take opportunities for self and members of the church to share the good news of Jesus.
- Explore the opportunities to encourage young families to join the church community.
- To develop relationships with the local community and community groups to enable the church to be a part of the local community.
- To build bridges with those who use the church buildings and reach out beyond the walls of the buildings.
- Attend and input into Church Council and other church/circuit meetings as agreed.

Worship

- To be actively involved in the planning, preparation and leading of worship on a regular basis.

- To be present at worship services, as part of your work, on two Sundays per month either to lead worship or to be present, being willing to assist the preacher if called up and willing to provide pastoral care to those who attend.
- To lead or be involved in baptism, wedding and funeral services for members of the church and community and to take extended communion to the housebound.

Connections

- To support the mission of the circuit.
- To represent the church within the community and engage with the local community in mission, service and social justice.
- Working in co-operation with other staff, circuit and local church officers to provide leadership in ministry and mission.
- To be involved in the life of the Circuit, attending staff meetings, circuit leadership team and the Circuit Meeting as required.
- Provide opportunities for the churches to engage with the wider Methodist and world church.
- To attend and/or contribute to other circuit meetings and groups as deemed appropriate.
- To keep appropriate records of work, expenses etc.
- Identify and participate in relevant training opportunities.
- To set aside suitable time for preparation, administration and ongoing personal and professional development when required and when it is appropriate.
- To undertake additional duties as deemed appropriate for this appointment.
- To participate in an annual appraisal programme.

Accountability

- The Lay Pastor is a circuit appointment accountable to the Circuit Meeting via a lay employment management group.
- The Lay Pastor will work in partnership the Circuit presbyters.
- The Circuit Leadership Team will appoint one named line manager.

Person requirements

- There is a genuine occupational requirement that the postholder be a practising Christian.
- Enhanced DBS required.

Person Specification

Attributes	Essential	Desirable	Method of Assessment
Education and training	Experience in leading churches in mission and outreach		A
	Experience of working in a church environment (as a volunteer or paid worker)		A
	Experience as a church leader (as a volunteer or paid worker)		A, I
		Experience of working with children and families	A
		Qualification as Lay Preacher or willingness to be so trained	A, Q
		Theology training	A, Q
Proven ability	Excellent communication skills with a diversity of people		I
	Able to work as part of a team		A, I, R
	Able to lead a team		A, I, R
	Able to set and work to goals without direct supervision.		I, R
	Ability to work flexibly to meet the needs of the post		I
	Excellent time management		A, I, R
Special knowledge and skills	Basic IT skills		A
	Experience of leading worship		A
Special qualities and aptitudes	Empathy with the needs of congregations		A, I
	Present a strong Christian example		A, I, R
	Aware of the importance of safeguarding		A, I
		To have undertaken advanced safeguarding training	A, I
Any other requirements	A willingness to understand and engage with Methodism and be subject to its discipline and practices.		A, I

Methods of Assessment			
A	I	Q	R
Application Form	Interview	Proof of Qualification	References

Application Form



APPLICATION FORM FOR AN APPOINTMENT WITHIN THE METHODIST CHURCH

CONFIDENTIAL

To be completed by the employing body prior to issue:

POST:	Local Lay Pastor
METHODIST CHURCH/CIRCUIT:	Leigh and Hindley
CIRCUIT NO.	6/7
DISTRICT:	Bolton and Rochdale
PLEASE RETURN THE COMPLETED APPLICATION FORM TO:	<p><u>By Post</u> Circuit Office Leigh and Hindley Methodist Circuit Kingsleigh Methodist Church King Street Leigh WN7 4LR</p> <p><u>By Email</u> admin@leighandhindley.org.uk</p>
CLOSING DATE:	Friday 18 th June 2021

Please complete this application in black ink or black type

1. PERSONAL DETAILS

This will be held by the church, circuit or district before circulating the application form for shortlisting. Items marked with * must be completed.

Post applied for:

Reference No:

Where did you hear about the post

Title:

Surname: (Block letters)

First names:

Address: (Block letters)

Post Code:

Telephone number:

Home:

Daytime:

Mobile:

E-mail address:

WORK PERMIT* : Please be aware that under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before the Methodist Council can confirm any offer of appointment e.g. Passport or birth certificate.

Are you a UK or EU/EEA Citizen? (Please tick)

Yes ☐

No ☐

If not, it is possible that you may not be eligible to work in the UK without a work permit.

Please indicate if you will require a work permit. (Please tick)

Yes ☐

No ☐

If **"No"** please indicate the basis on which you are eligible to work in the UK.

Do you have any Criminal Convictions not "spent" under the Rehabilitation of Offenders Act 1974? ☐

Yes ☐ No

If yes, please supply further details:

EQUAL OPPORTUNITIES:

In order to assist us to monitor and evaluate the delivery of our vision for diversity and equality - we would appreciate it if you will complete the enclosed equality and diversity monitoring form. The information provided will be used for statistical purposes only and your assistance in completing this questionnaire will be appreciated.

INFORMATION FOR APPLICANTS

Please read this information carefully before you complete the next part of the form.

- Thank you for expressing interest in this post.
- These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form.
- You should also have received a job description and person specification. These documents describe to you what the job will involve and what we need from the person who is appointed. Think carefully about the information in the job description and person specification, and consider what experience you have that would equip you for this post.
- We are inviting you to give us information that will allow us to assess how closely you meet the requirements of the person specification. You may draw on all aspects of your life: education, employment, voluntary work, church, interests, and home life, for example.
- Do not think you have to fill in all the space below each question. You may find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.
- Try to provide evidence or give examples of how you can meet the requirements of the job description and the person specification.
- Your personal information will be removed and will not be submitted to the interviewing panel.
- Our policy on references is that we cannot accept references from relatives or members of the family. At least one referee must be your line manager from your most recent employment.

APPLICATION FORM

Applicant To Complete	
FULL NAME	
POST TITLE	
METHODIST CHURCH/CIRCUIT	
CIRCUIT NO.	
DISTRICT	
CLOSING DATE	

For Office Use Only	
Date Received	
Application No	
Special needs at Interview	
Shortlisted	Yes <input type="checkbox"/> No <input type="checkbox"/>
Appointed	Yes <input type="checkbox"/> No <input type="checkbox"/>

2. EMPLOYMENT HISTORY

List all employers starting with your present or most recent first. Please account for any gaps in employment.

List all employers starting with your present or most recent first. Please account for any gaps in employment.

[illegible]

3. Why are you applying for this job?

4. What particular proven abilities, qualities and other attributes would you bring to the post?

5. How do you think you would do the job?

6. What qualifications do you have which are relevant to this post? Please give details – date, awarding body, grades etc.

7. Additional Information

You are welcome to give additional information, which may be written, in the space below.

8. REFERENCES

Please give the names, postal & email addresses, and telephone numbers of three referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer, and may include your minister if relevant.

1.	
Name:	
Position:	
Organisation Name and Address:	
Email:	
Telephone:	
2.	
Name:	
Position:	
Organisation Name and Address:	
Email:	
Telephone:	
3.	
Name:	
Position:	
Organisation Name and Address:	
Email:	
Telephone:	
It is our practice to approach referees of shortlisted candidates only. If shortlisted, may we contact your referees?	
9. I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment.	
Signature:	Date:

Last Date Modified: 19 March 2012

Equality and Diversity Monitoring Form

The Leigh and Hindley Circuit aims to have a workforce that reflects the diversity of talent, abilities and skills of our communities. This means that in line with the Equality Act 2010, we will monitor the composition of our workforce to ensure that it is representative and that all staff is treated equally and fairly.

If you do not wish to complete any section of this form, please tick the appropriate preferred not to say box.

This monitoring form will be detached from the application form prior to short listing. It will not be seen by those involved in the recruitment process. The information provided by you will be used for statistical purposes only to ensure that our recruitment processes uphold our commitment to equality and diversity.

The information you provide will be held in the strictest confidence and adhere to the provisions of the Data Protection Act 1998.

Name:	
Job Ref:	6/7 Leigh and Hindley – Local Lay Pastor
Post applied for :	Local Lay Pastor

Age:	<input type="checkbox"/> 16 - 17	<input type="checkbox"/> 18 - 21	<input type="checkbox"/> 22 - 30	<input type="checkbox"/> 31 - 40	<input type="checkbox"/> 41 - 50
	<input type="checkbox"/> 51 - 60	<input type="checkbox"/> 61 - 65	<input type="checkbox"/> 66 - 70	<input type="checkbox"/> 70 +	

Sex :	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Prefer not to say
	Is the sex you indicated the same as your sex at birth?		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

<i>Asian or Asian British</i>	<input type="checkbox"/>	Bangladeshi	<i>Black or Black British</i>	<input type="checkbox"/>	African
	<input type="checkbox"/>	Indian		<input type="checkbox"/>	Caribbean
	<input type="checkbox"/>	Pakistani		<input type="checkbox"/>	Other black background
	<input type="checkbox"/>	Other Asian background			
<i>Chinese</i>	<input type="checkbox"/>	Chinese	<i>Mixed</i>	<input type="checkbox"/>	White & Asian
				<input type="checkbox"/>	White & Black African
				<input type="checkbox"/>	White & Black Caribbean
				<input type="checkbox"/>	Other mixed background
<i>White</i>	<input type="checkbox"/>	British	<i>Other ethnic group</i>	<input type="checkbox"/>	Other
	<input type="checkbox"/>	Irish			
	<input type="checkbox"/>	Other white background			
					Any other ethnic group please specify

Religion/Belief/Faith:

- | | | | | | |
|--------------------------------------|-----------------------------------|------------------------------------|---|--|---------------------------------|
| <input type="checkbox"/> Baha'i | <input type="checkbox"/> Buddhist | <input type="checkbox"/> Christian | <input type="checkbox"/> Hindu | <input type="checkbox"/> Jain | <input type="checkbox"/> Jewish |
| <input type="checkbox"/> No Religion | <input type="checkbox"/> Muslim | <input type="checkbox"/> Sikh | <input type="checkbox"/> Other (please specify) | <input type="checkbox"/> Prefer not to say | |

Sexual Orientation:

- | | | | | | |
|-----------------------------------|----------------------------------|--|--|---|--|
| <input type="checkbox"/> Bisexual | <input type="checkbox"/> Gay man | <input type="checkbox"/> Gay woman/lesbian | <input type="checkbox"/> Heterosexual/straight | <input type="checkbox"/> Other (please specify) | <input type="checkbox"/> Prefer not to say |
|-----------------------------------|----------------------------------|--|--|---|--|

Disability:

The Equality Act 2010 defines disability as "a physical or mental impairment which has a substantial & long term effect on a person's ability to carry out normal day to day activities".

Do you consider yourself to have a disability? ☐ Yes ☐ No ☐ Prefer not to say

If Yes, please advise of any reasonable adjustments you require for the purposes of the recruitment exercise below:

Thank you for assisting us by completing the Questionnaire