

## **JOB DESCRIPTION FOR THE POSITION OF PASTORAL CARE COORDINATOR**

### **MAIN PURPOSE**

- To work with the Lead Minister and key individuals with pastoral responsibilities in the development of an integrated Christian pastoral care ministry structure.
- To give pastoral care and enable others to give pastoral support to the members, congregation and community of Bretton Baptist Church.

### **SPECIFIC FUNCTIONS**

- To provide Christian spiritual, emotional and practical support to the members of Bretton Baptist Church and its local community, with particular responsibility for those unwell, vulnerable and older people.
- To ensure those in nursing homes, hospitalised or housebound are supported and cared for.
- To develop, train, support and encourage the formation of a Pastoral Care team.
- To lead the 'Whole Church' Hospitality team and work with all staff and volunteers to make Bretton Baptist Church a welcoming environment, throughout the week. Support the work of the Sunday morning hospitality team.
- To lead the 'Members' 6M team, including preparation of meeting agendas, minutes and the diligent and timely review of church membership.
- To lead, support and coordinate member 'Connect Groups'.
- To organise the follow up of church visitors and the integration of those new to the church.
- To support the Minister in all aspects of pastoral care.
- To make time for face-to-face pastoral support with church members.
- To keep the wider membership informed on broad matters relating to membership and other community focussed initiatives.
- To oversee and manage emergency food parcels and Food bank at BBC.
- To develop links into the local community.

### **RESPONSIBILITIES**

The Pastoral Care Coordinator:

- is expected to work within approved budgets in consultation with the Finance Officer, Treasurer and Trustees.
- will adhere to all existing Church policies, for example those covering use of the building, safeguarding children and vulnerable adults, data protection and health and safety.
- will ensure confidentiality and maintain the security of pastoral records.
- will adopt strict administrative and office disciplines, retaining documents securely.

- will play an active role in supporting and encouraging the whole staff team, collaborating in joint initiatives as appropriate.

The post holder will be required to exercise sensitivity and provide Christian based pastoral support, as appropriate, with members and when dealing with individuals who contact church or visit the premises. It is therefore considered a Genuine Occupational Requirement that the person appointed to this post would be a Christian, fully committed to the ethos and vision of Bretton Baptist Church.

The above job description is not exhaustive, and the post-holder should expect to undertake such tasks as may reasonably be expected within the scope of the post as required by the Lead Minister, including assisting in the wider ministry of Bretton Baptist Church.

The Pastoral Care Coordinator's primary working location will be within the Church Building.

## **HOURS**

The role will be recruited on a Part-Time basis, 25 hours over 5 days. Some core hours will be required and the role will require flexibility, including travel, to provide pastoral support within the church and community. Flexible working will be expected in fulfilling the role through agreement, in advance, with the Minister and/or Line Manager.

## **SUPERVISION**

- The Pastoral Care Coordinator will be directly responsible to, and line managed by, the Minister or designated Line Manager.

## **PERSON SPECIFICATION**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		Qualification in pastoral or families work. Educated to A level standard.
<b>Experience</b>	Knowledge and understanding of working within a church context and with older people and vulnerable adults	Previous experience in a similar position or environment.
<b>Skills and Abilities</b>	Ability to build a team and manage volunteers. Awareness of and a strong commitment to good practice in Pastoral work, especially in the areas of safeguarding, confidentiality and maintaining appropriate boundaries.	Good organisational skills. The ability to train others. Competent IT skills including use of email and church management information system.

	Recent training in safeguarding or willingness to attend training.	
<b>Personal Qualities and Attributes</b>	<p>Excellent inter-personal skills.</p> <p>Able to work and build relationships with individuals from diverse backgrounds.</p> <p>Ability to show empathy.</p> <p>A willingness to take on responsibility.</p> <p>A team player.</p> <p>Able to use own initiative.</p>	<p>Good written and oral communication skills.</p> <p>Positive and outgoing nature.</p> <p>Able to adapt to changing priorities and circumstances. Good sense of humour.</p>
<b>Other</b>	<p>Enhanced DBS clearance.</p> <p>Full Driving Licence.</p> <p>Use of own car.</p>	