**Job Title:**  Pastoral Co-ordinator

**Responsible to: The Rector**, St Matthew and St James (known as Mossley Hill Church)

**Location:**  Based out of Mossley Hill Church with some home working

**Hours:** 20 hours per week. Flexibility will be required as the role may involve some evenings and weekends. Sunday morning will be part of your hours.

**Salary:** £12,480 p.a with 6 weeks holiday pro-rated.

**Duration of contract:** Permanent dependant on finances and grant funding. 6 month probation period.

**Introduction**

We are looking for a caring and committed Pastoral Co-ordinator who can be part of our church which seeks to support the well being of all who attend and those who can no longer attend due to illness. At Mossley Hill Church we recognise that Christian pastoral care is fundamentally and intensely relational in nature and practice, and is offered from the gift of God’s love for us and our love for one another. It is implicit in what we do as a church and inherent in who we are as Christians. We want to aspire to be a healthy Christian community in which people know that they are loved, visitors are welcomed, and young and old alike are valued and feel safe. The care that the church offers, both at times of crisis and in everyday life, is an active proclamation of God’s love in Christ and for the entire world. Caring at church gatherings and activities, and between Christians, should be seen as a normal activity of every Christian.

The role will be 20 hours per week with flexibility, although there will be a need to attend the fortnightly pastoral meeting with clergy and attendance at church on a Sunday morning to support parishioners.

You will work with the clergy team at Mossley Hill Church to implement and develop a pastoral care system which would include working closely with the prayer ministry team and setting up other teams of volunteers to undertake hospital visiting, distribution of home communion and training a group of people to notice who has not been in church for a while and develop appropriate ways to follow up with them.

**Parish context**

Mossley Hill is a popular family friendly residential suburb with a strong sense of community located to the south of the city. It is a lovely area of Liverpool, combining gorgeous green areas, famous roads (Penny Lane) and lots of independent, local businesses. The area has a great selection of properties available, with mainly semi-detached houses, some detached properties and terraced streets. At the 2021 Census, the population was 12,041 and when planning permission is granted for the site opposite the church there will be an additional 162 dwellings. Rose Lane is a pretty part of Mossley Hill, with cafés, a pub, restaurants, shops and a dental practice dotted along its length. There are two schools in our parish; a primary and primary/secondary school. Linking Aigburth Road and Allerton Road, Rose Lane is a popular destination and thoroughfare. There is a large Tesco store on this road, as well as other local convenience stores along the way

In comparison with Liverpool as a whole, 90% of the people in our Parish identify as white, so there is lower ethnic diversity. In the dimensions of health, education, employment and housing our Parish is more affluent and less deprived, and proportionately more people in the Parish work in public administration, education and health occupations. There are a higher proportion of married couples, and 15–19-year-olds living within the Parish, reflecting the housing structure is predominantly family orientated property, and that there are many students living in Hall of Residence in Greenbank, also in our Parish. There is a supported housing estate, Kelton, and refugee accommodation on Sefton Park Lane.

One challenging observation is that generally, the parish has lower rates of individuals ‘following a faith’ than Liverpool, and higher rates identifying as having ‘no religion’. The reasons for this are not clear. Data from the 2021 census for the UK has identified that there has been a decrease in the number of people who identify as Christian between 2011 and 2021 from 59% to 46%, and that this is particularly noticeable in the younger age groups (age 21-25).

**Our church context**

**Our Vision Statement:** *Living your best life with Jesus*

**Our Mission Statement:** *Inspiring and serving our community by sharing faith and working for justice*

St Matthew and St James is a busy, warm, welcoming and growing church. We actively offer and support different traditions in our services from a Common Worship Holy Communion at 8.30am (approx. 20 adults and 10 children) Service of the Word/Holy Communion at 11.00am (approx. 75 adults) to a completely contemporary style family service at 9.30am (approx. 120 adults and 100 children) with children and adult teaching groups. Once a month we have a baptism service at 12.30 for up to two families.

The worship tradition is fairly middle of the road with robes at the 8.30 and 11am service and a wide variety of music. We enjoy the delights of our Father Willis organ and excellent organist along with a small adult choir at the 11am service as well as two musicians who bring us a more contemporary style of music at this service. We are building up our musical provision at the 9.30 service and have several very gifted and able musicians helping to grow this area of our ministry.

We are blessed with great facilities in church from a fully equipped AV room, set up to live stream, screens and monitors in church to a kitchen pod allowing us to serve refreshments from the back of church. Following the 9.30 and 11am services refreshments are served in the coffee bar and once a term we offer breakfast after the 8.30 service. The refurbished church rooms provide us with a fully equipped catering kitchen, a coffee bar room and a small hall.

For certain festivals we bring the 9.30 and 11am service together at 10am for an all-age act of worship and once a year on Pentecost we set the church up café style and all three services come together for a Holy Chaos Pentecost style communion service. On festival Sundays we offer BCP Sung Evensong.

We are journeying towards signing up to become an Inclusive Church. We are also actively taking steps towards achieving net-zero carbon emissions, and advancing our Eco Church credentials.

We want to live out our vision and mission statements through 6 missional priorities divided into 3 focused on our community and 3 internal ones for those attending our church. Our Pastoral ministry and therefore this post is one of these missional priorities which the successful applicant will help develop.

**Objective of post**

To implement, develop and lead a pastoral care system for members of Mossley Hill Church.

**Main Duties**

* **Recruit:** Recruit volunteers to join the proposed pastoral teams comprising of a visiting team, home communion distribution team and a meerkat team to notice who hasn’t been in church for awhile.
* **Manage:** Manage the team delivery of the above groups along with their safer recruitment and training needs.
* **Pray:** Oversee the prayer ministry team, recruiting and training new members, managing the prayer spaces in church and enabling public prayer ministry to be offered once a month after each of the 3 morning services
* **Care:** Offer a listening ear to those church members who want someone to talk to and triage any needs which need clergy input
* **Lead:** Lead the monthly pastoral meeting with clergy to keep them informed of the needs of their parishioners.
* **Support:** You will be instrumental in planning and helping to lead services such as All Souls, Blue Christmas, Love and Loss ahead of Mothering Sunday and any other services which require a pastoral presence. You will also support and line manage volunteers who run a variety of different support groups in church; currently Christian Fellowship, Knit and natter and the Wednesday social group.
* **Bereavement ministry:** Discern whether God is inviting us to develop this particular ministry.
* **Development of provision:** In consultation with others assess what we can provide for those journeying with dementia and living with additional needs/disabilities.
* **Safeguarding and Health & Safety:** The Pastoral Co-ordinator will be expected to make sure that policy and practice for Safeguarding, Health and Safety and all other regulatory requirements are excellently, and sensitively, communicated, implemented and followed, working in partnership with the Mossley Hill Safeguarding Committee
* **Line Management:** Your line manager will be the Rector There will be regular supervision meetings, and an annual review. Attendance at staff meetings is weekly on a Tuesday morning.

And any other duties as required by your line manager that are commensurate with this role.

**PERSON SPECIFICATION**

The successful candidate will need to demonstrate that they meet the following criteria which are either essential or desirable requirements for the job unless otherwise specified.

The post holder will be expected to be part of the worshipping community at Mossley Hill Church and a committed Christian who feels a sense of God’s call to this role alongside others.

Because of this focus, the Pastoral Co-ordinator will need to:

* Be a committed Christian with a servant heart and where prayer is the bedrock to your faith. (essential)
* Be compassionate about engaging with adults of all ages whether they are able to attend church or not. (essential)
* Be able to develop a team of volunteers who are energized and equipped to carry out their tasks. (essential)
* Be able to deal sensitively with vulnerable adults. (essential)
* Have proven ability of offering pastoral care in a church setting. (desirable)
* Have a solid understanding and be a champion of safeguarding best practice in church life. (essential)
* Be self-motivated, well organized and proactive, able to take initiative and organize regular tasks whilst being willing to adhere to guidance from those in positions of leadership. (essential)
* Be a good communicator whether face to face or through any other media with adults, our volunteers, colleagues, the church family and the wider community. (essential)
* Be flexible over working hours to facilitate pastoral care and meeting with volunteers (many of whom are in full time employment). (essential)
* Experience of working with either disabilities, people living with dementia, or bereavement ministry. (desirable)

The successful candidate will actively work within and to promote the Christian faith/ethos of Mossley Hill Church and the Church of England.

Due to the nature and the context of this role, and as Mossley Hill Church is a faith-based organisation and place of Christian worship, there is an occupational requirement for the role holder to be a Christian in accordance with the Equality Act 2010, Schedule 9, Part 1 S.3

**The holiday entitlement is 6 weeks per year, plus bank holidays and will be pro-rated for part-time roles. Pension is also available.**

**Mossley Hill Church is committed to safeguarding the welfare of children, young people and vulnerable adults and expect all to share in this commitment.**

**Satisfactory references,** **evidence of the correct permission to work in the UK and an enhanced DBS Disclosure will be required before the successful applicant can take up the post.**