

## Job Description: Pastoral Coordinator

Position	<b>Pastoral Coordinator</b>
Job description	<p>The church is here to help people to become disciples of Jesus Christ. The post-holder will be responsible for overseeing and encouraging the pastoral care of the church. The post-holder will be responsible for the oversight of the pastoral care volunteer team. The role involves ensuring the care and connection of individuals who engage with our services and activities. This includes welcoming those new to St Peter's as well as deepening relationships with existing members of the congregation. (between 60 and 70 regular members)</p>
Person specification	<p>The postholder is required to be highly organised with the ability to organise a team of volunteers, delegating tasks among the team while also taking on some pastoral work themselves. The postholder will share in the wider mission of St Peter's and have a deep desire to care for the vulnerable and isolated, especially exacerbated by the effects of the Coronavirus pandemic.</p> <p><b>Required:</b>  Mature, committed Christian  Excellent oral and written communication and interpersonal skills  A willingness to serve others and being approachable, at the same time a leader with a strong work ethic  Computer proficiency skills and willingness to become familiar with our record keeping system (ChurchSuite)  To be trustworthy and able to maintain confidences  Able to manage working time well without supervision, to establish clear boundaries and to prioritise  Ability to lead, recruit, motivate and care for a team of volunteers</p> <p><b>Desirable:</b>  Relevant experience in a church, hospital, or ministry setting  Experience of working with volunteers  Familiarity with use of online communication platforms to increase engagement</p>

Working agreement	<p>Reports to: St Peter's PCC</p> <p>Term: This is a part time appointment of 6-10 hours per week (to be determined depending on candidate) including regular evening and weekend working, including up to 3 Sundays in every 4-week period. Flexibility is required with a readiness to handle delicate pastoral matters out of hours and liaising with the Vicar.</p> <p>Pension: Enrolment in the Nest pension scheme available</p> <p>Annual Leave: 25 days plus 8 bank holidays (pro rata)</p> <p>Notice Period: during probationary period – 1 week; after successful completion of probationary period – 1 month</p> <p>Expenses: working expenses, including fuel costs, are paid by the PCC</p> <p>Office Base: Office base is at home with the requirement to regularly work at the church for meetings and events</p> <p>GOR: There is a genuine occupational requirement for the postholder to be a practicing Christian</p> <p>Right to work: The postholder must have the right to reside and work in the UK</p> <p>Checks: This appointment is subject to a satisfactory enhanced DBS checks and references</p>
Contract type	<p>The contract will be with the PCC of St Peter's Church Colchester on a fixed term basis until 31st August 2022</p>
Salary	<p>Within the range of £21,500-23,500 per annum (pro rata) subject to experience and qualifications (and following completion of a 6-month probationary period)</p>

<p>Key responsibilities</p>	<p>Work with the church administrator to ensure good maintenance of database records, maintaining regular e-mail/phone call contact and facilitation of meetings (6-12 monthly) with the pastoral team</p> <p>Maintain regular contact with the Vicar, Community Group Leaders and Children/Youth Worker in order to coordinate pastoral care and to support other needs identified among individual adults and children and family groups</p> <p>Connecting individuals to activities within the church which support their needs (pastoral, social, practical)</p> <p>Lead team meetings and coordinate pastoral visiting, phone calls or letters to church members. Wherever possible, find ways to offer practical help to those in need</p> <p>In conjunction with the church leadership, identify training courses and other opportunities to develop those with pastoral gifts</p> <p>Be involved with the pastoral team in the coordination of the corporate prayer life of the church</p> <p>Pray regularly for the church family and be willing to lead individual or group Bible studies</p> <p>Provide a pastoral perspective to the St Peter's leadership, attending meetings as required</p> <p>Provide the church administrator with regular pastoral information that will encourage the whole church community to be informed of and pray for pastoral needs</p>
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