

PASTORAL OPERATIONS MANAGER

Application Closing Date: Tuesday, 27 September

To Apply: Please send a CV and covering letter to
katy.ryland@kingsarms.org

Interview Date: Wednesday, 12 October

Role: 10 to 16 hours per week

Pay: £25,386 - £27,035 pa dependent on skills and experience
(full time salary equivalent based on 40 hours pw, to pro rata according to the contracted hours)

Accountable to: Paul Johnson, Pastoral Team Leader

Holiday: 25 days annual leave plus bank holidays (all pro rata)

Probation Period: 6 months

Place of work: King's House, 245 Amphill Road, Bedford MK42 9AZ

1. PURPOSE

This role will primarily focus on:

- Providing strategic and organisational support to the development of pastoral care vision within King's Arms Church, focusing on volunteer management and connection to the pastoral needs of the church community and the wider community.
- Facilitating pastoral support networks within the church.

2. CONTEXT

The King's Arms gathers a large community and has an influence that spans multiple churches in multiple nations.

The role of the Pastoral Team is to facilitate one anothering across the King's Arms family, training and equipping people with pastoral skills and assisting us to increase our connection with God and one another. Our particular focus is supporting marriages and families, individual mental health and well-being and supporting the church with racial integration as we become an increasingly diverse church family.

3. PRINCIPAL RESPONSIBILITIES

Play an active role in the Pastoral Team

- Join Pastoral Team and play an active role in discussion, planning and outworking of vision in line with the Christian Objects and Statement of Beliefs of the King's Arms Trust (Bedford)
- Assist in the setting of agendas for team meetings to ensure strategic planning progresses
- Take minutes for meetings and help facilitate the team in actioning relevant tasks
- Establish and maintain systems to facilitate effective pastoral care with tracking and documentation in line with GDPR requirements
- Face-to-face pastoral support as required in line with the Christian Objects and Statement of Beliefs of the King's Arms Trust (Bedford)
- Project management of schools and training, in support of Events Team (e.g. Father Heart School, Pastoral Forum).
- Provide emergency pastoral support as appropriate in crisis situations
- Research of other agencies and churches to ensure best practice

Volunteer Management & Pastoral Triage

- Be responsible for handling the first response to incoming pastoral needs in line with the Christian Objects and Statement of Beliefs of the King's Arms Trust (Bedford)
- Connect pastoral volunteers to support people with incoming needs, provide follow up and review of support given
- Research, review and implement best practice for a pastoral triage service in a growing church with Pastoral Team
- Identify and develop 'new' pastors along with the Pastoral Team, growing the volunteer resource at King's Arms Church
- Create structures for high volunteer retention within pastoral care, inspiring, envisioning and caring for volunteers
- Facilitate training of volunteers along with the Pastoral Team
- Feedback and review ongoing pastoral care requirements

Other responsibilities

- Play an active part in team prayer meetings and staff team times
- Fulfil other reasonable requests made by the Pastoral Team Leader

4. PERSONAL QUALITIES

We are looking for an applicant who:

- Has excellent interpersonal skills
- Ability to be pastorally sensitive
- Is happy and capable to manage own workload
- Works well under pressure
- Is comfortable working to deadlines
- Is self motivated, reliable and focused
- Takes pride in their work and has an eye for detail, as well as the big picture

5. HIGHLY DESIRABLE EXPERIENCE AND SKILLS

It is highly desirable that the applicant has:

- A passion for God, His glory and presence!
- Experience of working or volunteering in a church environment
- Experience of project management and strategic planning

- Experience of inter-agency working
- Excellent written and verbal skills
- Excellent administrative skills, including establishing and maintaining systems to support the workload of the team
- General office skills, for e.g. filing, photocopying, typing, message taking
- Good working knowledge of Microsoft computer packages (Word, Excel)

The above is not an exhaustive list and in addition to the above duties, you may be required to perform other duties as the needs of the Trust change. We reserve the right to amend the above duties as deemed necessary for the needs of the Trust.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity; dignity and due respect for all employees, church members and clients; and is consistent with the Trust's Equal Opportunities Policy.