

BROWNHILLS & WILLENHALL METHODIST CIRCUIT

JOB DESCRIPTION: Lay Employee (Administrative & Pastoral Support)

Lay Employee in the Brownhills & Willenhall Circuit

Location: St John's Methodist Church and possibly travel around the Circuit.

Responsible to: The Lay Employee will be employed by the Brownhills & Willenhall Circuit and will be under the supervision of the Superintendent.

Purpose and Objectives:

1. To provide the Superintendent Minister with administrative support.
2. To provide administrative support and coordination in the circuit.
3. To provide pastoral support as directed by the Superintendent Minister.

Main Responsibilities: (these are not necessarily in order of importance)

1. To deliver administrative support to churches within the Circuit.
2. Collect and collate information regarding the Circuit Plan and help with plan making.
3. Respond to emails and messages and where necessary to re-direct to appropriate person/persons.
4. Support the superintendent with communication and work priorities.
5. Provide co-ordination between the ministry team.
6. Organisation and storage of Circuit Polices that can be accessible when requested by Circuit Officers.
7. Helping to forge good communication links between Circuit Leadership Team, Ministers and Churches.
8. Ensure that contact details are kept up to date on a regular basis.
9. Assist the Supt Minister in the organisation and administration matters of the Circuit.
10. Pastoral: Direct pastoral queries to Pastoral Team
11. Respond to pastoral situations as appropriate as person of 'first contact.'
12. Pastoral: Compile lists of relevant agencies to signpost those with particular needs to.
13. Other duties and responsibilities as and when appropriate.