

**Job Description**

Job Title: Ministry With Older People Employee

Lay Employee: In the … circuit

Location: The area covered by …

Responsible to: The employee will be employed by the … Circuit of

 the Methodist Church and will be under the supervision of the Circuit

 Superintendent.

Purpose and Objectives:

* + To develop and build, in a Christian context, on the pastoral care of an increasingly ageing church membership with particular awareness of the need to become dementia allies to those who live with this disability.
	+ To be committed to ensuring that vulnerable adults are valued within the wider community and enabled to play a full part in the life of the church.
	+ To build links with communities throughout the circuit.
	+ To nurture and encourage the development of Christian spirituality in older people.

Main Responsibilities:

* + Mapping and needs analysis in the churches and community, observing what is already there and noting the gaps. Produce documentation on this which will be available for reference.
	+ Take a lead on behalf of the Methodist circuit on dementia, the elderly and vulnerable adults, their families and carers.
	+ Research and share knowledge of various voluntary and statutory bodies in the area which can resource, raise awareness, train and help the churches to be dementia allies.
	+ Take a lead in pastoral care in the churches developing good practice, organising and training volunteers as required, advising and encouraging them in their visiting of the elderly.
	+ Be an advocate for older people and their carers particularly those with dementia and other vulnerabilities.
	+ Visiting in homes, care/nursing homes and hospital as required in assisting the ministers. Promoting awareness of the spiritual needs of residents in care/nursing homes. Work alongside those who offer worship in care/nursing homes.
	+ Engage with fellowship groups in the churches.
	+ Work in collaboration with the ministers in the circuit.
	+ Take a representative role as the churches' voice on community forums
	+ Any other duties and responsibilities, identified by your management group as are within your capabilities and level of responsibility, in order to meet the purposes and objectives of this role.
	+ Keep adequate records of contacts and of work undertaken.
	+ Support to be given from an explicitly Christian perspective.

Management

The Lay Employee will have a line manager whose responsibilities will be to:

* + - Become familiar with the work of the Lay Employee.
		- Monitor and evaluate progress with the Lay Employee on a regular basis. (Meetings will take place weekly initially)
		- Ensure good communications between all the ‘stakeholders’ (groups and networks) involved.
		- Prepare a personal development plan with the lay employee.
		- Act as a “sounding board” to the Lay Employee.
	+ The Lay Employee will also have a management group whose responsibilities will be to:
		- Determine priorities for the work.
		- Liaise with the Lay Employee to encourage the church to respond to new challenges and opportunities in mission.