



**NIDD VALLEY**  
Methodist Circuit

# **Information Pack**

## **For the vacancy of Pioneer Pastor**

Nidd Valley Methodist Circuit  
Charity Number: 1135028

[www.niddvalleymethodist.org.uk](http://www.niddvalleymethodist.org.uk)

Thank you for your enquiry. The **Nidd Valley Methodist Circuit** are actively seeking to appoint a **Pioneer Pastor** to work on a part-time permanent basis and to be based from Gracious Street Methodist Church in Knaresborough.

*In accordance with the Equality Act of 2010 it is an occupational requirement (GOR) that the successful applicant is a practising Christian.*

The post will evolve with the successful applicant whilst they continue to work collaboratively with others. It will require the gifts and skills of someone with the aspiration to ensure that everybody has access to live a fulfilling life in Christ.

Some key areas of work with the role will include:

- Discipling and building faith-based communities
- Ensuring the voice of people on the margins remains central to mission development
- Developing strong relationships and partnerships with other churches, ecumenical partners and community organisations that improve community and church life
- Establishing pathways for people at all stages of their lives to grow as disciples of Christ

*Please note that a full job description and person specification are included within this pack*

The closing date for applications is April 14th at 5pm with interviews to be held on April 28th at Gracious Street Methodist Church, HG5 8AN.

Should you value an informal conversation about the role and to talk more about life in our circuit before you submit an application please contact myself, the Rev Gordon Hay, by email in the first instance, at [gordon.hay@methodist.org.uk](mailto:gordon.hay@methodist.org.uk)

Thank you for requesting this information pack. I hope that it provides a deeper insight into the post of Pioneer Pastor and circuit life.

I sincerely look forward to hearing from you,

**Rev Gordon Hay**  
Nidd Valley Methodist Circuit

**worship**

**mission**

**discipleship**

We became the **Nidd Valley Methodist Circuit** in September 2012 following the joining together of the Harrogate and Knaresborough Circuits. We affirm and embrace the 'Our Calling' and 'Our Priorities' statements of the Methodist Church, and in the light of which we set the following aims:

- Provide imaginative worship and strong Biblical preaching throughout the circuit.
- Ensure that there is appropriate staffing to support and develop God's work in the circuit.
- Explore new opportunities for mission in our communities.
- Develop our mission and ministry with children and young people.
- Reach out to those in the 20-50 age group.
- Support our mission and ministry with the older generations.
- Work towards becoming a more fully inclusive church.
- Through the Circuit meeting, Staff and Stewards, we will support the growth of discipleship and identified mission opportunities through the effective use of staff, property and finance.

We have therefore identified **three priorities** for our circuit and created a 'mission hub' to provide a visual display of the areas that we wish to support and resource.

### Our **Mission Statement:**

We seek to develop our 14 flourishing missional communities by:

- Developing Circuit
- Developing Church
- Developing focussed mission projects
- Developing as disciples



We recognise the changing landscapes in which we find ourselves as individuals and churches, locally, nationally and globally in a post-pandemic world. The lack of presbyters across the Connexion and the lack of volunteers since churches reopened mean that we have and continue to look closely at how to resource our churches and circuit.

**worship**

**mission**

**discipleship**

<b>Job Title:</b>	Pioneer Pastor.
<b>Lay Employee in:</b>	Nidd Valley Methodist Circuit.
<b>Employed by:</b>	Nidd Valley Methodist Circuit.
<b>Location:</b>	Gracious Street Methodist Church, Knaresborough, HG5 8AN.  To fulfil the requirements of this role frequent travel within the local area will be necessary. The opportunity for elements of 'home working' may be possible but the need to live within a commutable distance to Knaresborough remains a requirement.
<b>Responsible to:</b>	The Pioneer Pastor will be responsible to the Nidd Valley Circuit Meeting through the appointment of a Line Manager, who in this instance will be Rev Gordon Hay, or any other post holder that may be notified to them from time to time through the Leadership Team.
<b>Key relationships:</b>	Superintendent Minister of Nidd Valley Methodist Circuit, Rev Gordon Hay, Line Manager, Circuit Leadership Team, Gracious Street Methodist Church Leadership Team.
<b>Occupational Requirement:</b>	In accordance with the Equality Act 2010 it is a genuine occupational requirement that the successful applicant is a practising Christian.
<b>Purpose of role:</b>	Gracious Street Methodist Church is a large church that engages in a wide variety of activities. The church wants to embrace a mixed economy of church and help those on the margins of church to explore and grow in the Christian faith. To support this, we seek to appoint a Pioneer Pastor to work with the minister and members of Gracious Street to disciple and build faith-based communities.

## **Main Duties:**

The post will develop and evolve around the successful applicant, considering their individual skills and gifts, working closely with the Minister, leadership team and Knaresborough community with the aspiration and desire to ensure that everyone has access to live a fulfilling life in Christ.

Other key duties include:

- To ensure the voice of people on the margins are central to the development of our mission.
- To support and build missional communities that use the skills and God given talents of people to learn and pray together, and to live faith in action.
- To build strong relationships with people and ensure that the seldom heard in our church are provided with the right support to live fulfilling lives in Christ.
- To develop strong relationships and partnerships with other churches and community organisations in the local area.
- To develop a network of disciples to walk alongside people that are struggling in life using the principles of mutual aid.
- To develop pathways for people at all stages of their lives from the youngest to the oldest to grow as disciples of Christ.
- To develop and maintain relationships with ecumenical partners and organisations that improve community and church life.

- To take responsibility for your own Christian discipleship and to pray regularly for those living on the margins.

**Other Duties:**

- Any other duties and responsibilities that are identified by the Line Manager and that are within the capabilities and level of responsibility of the post holder, and that are in line with the existing and developing needs of Gracious Street Methodist Church and the Nidd Valley Methodist Circuit.

**Training Requirements:**

- To fulfil the requirements and continue the development of the role there will be the need from time to time to undertake relevant mandatory training, as identified by the Line Manager.
- Any such training will be undertaken during contracted hours or, if this is not possible, recorded as time off in lieu (TOIL).

**Terms and Conditions:**

- This post is a part-time permanent post.
- Working hours will be **20** per week to be worked flexibly and agreed in advance with the Line Manager. To fulfil the role, it is recognised that there will be the necessity for an irregular working pattern including evening and weekend working.
- The rate of pay for this post is **£14.79** per hour. (£15382 per annum actual salary)
- Annual leave entitlement for a full-time employee is 33-days or 244.2 hours (including public holidays), calculated pro-rata for part-time employees. Based on a 00-hour working week worked flexibly annual leave entitlement for this post is calculated to be **132** hours, per annum.
- There is a contributory pension scheme which eligible employees will be auto enrolled. Details of contribution rates will be provided on request. Lay Employees who do not meet auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- All reasonable and agreed expense will be reimbursed.
- Appointment will be conditional on and subject to:
  - o Receipt of satisfactory references.
  - o A satisfactory enhanced disclosure from the disclosure and barring service (DBS).
  - o Completion of a satisfactory probation period of 6-months.

**Management:**

The Lay Employee will be appointed a Line Manager whose responsibility it will be to:

- Become familiar with the work of the Lay Employee.
- Determine priorities for the work.
- Monitor and evaluate progress and any training and development needs with the Lay Employee, offering necessary encouragement and support.
- Ensure good and consistent communication lines between all involved stakeholders.
- Act as a "sounding board" to the lay employee.



**Job Title:** Pioneer Pastor.  
**Lay Employee in:** Nidd Valley Methodist Circuit.  
**Employed by:** Gracious Street Methodist Church.  
**Location:** Based from Gracious Street Methodist Church, Chapel Street, Knaresborough, HG5 8AN.

	Essential	Desirable	Method of Assessment
<b>Education &amp; Training</b>			
A recognised Biblical, theological, or missional qualification or demonstrate significant and relevant experience of working with churches in mission and outreach.	Yes		A, I
<b>Specialist Knowledge, Skills &amp; Experience</b>			
Able to demonstrate excellent organisational skills.	Yes		A, I
Computer literate. Able to use Microsoft packages and comfortable using different social media platforms effectively.	Yes		A, I
A prayerful disciple with good knowledge of the Bible and how to relate this to daily life within a church & community setting.	Yes		A, I
Experience of motivating, training, and coordinating volunteers.		Yes	A, I
Able to work collaboratively as part of a team in ministry, knowing when to work alone and when to seek support.	Yes		A, I
Experience in providing pastoral care to a range of people across their life stages.	Yes		A, I
Experience in promoting an individuals' faith development and growth as Christian disciples, in both 1-1 and group settings.		Yes	A, I
Flexibility of approach to deal with ordained ministers, lay staff, volunteers, and members of the community, with a high degree of emotional intelligence.	Yes		A, I
Experience of delivering church development projects including setting up new groups/clubs/organisations.		Yes	A, I
Knowledge of addiction, trauma, dementia, and behavioural challenges related to physical and mental health and the benefits of positive spiritual health and wellbeing.		Yes	A, I
<b>Special Qualities or Aptitudes</b>			
Able to express faith naturally and authentically and in ways that are appropriate, accessible, and sensitive to the situation applying biblical and theological understanding.	Yes		A, I

The capacity and ability to develop and maintain open and healthy person, professional, and pastoral relationships.	Yes		A, I
Able to develop practice through being a reflective practitioner, aware of personal strengths and weaknesses, the potential for self-development and the benefits that this can bring.	Yes		A, I
Able to listen and articulate sensitive and considerate responses to disagreement and conflict.	Yes		A, I
Open to developing their personal ability as someone who can lead people in aspects of worship, whilst growing in their own discipleship through scripture study and faith learning.	Yes		A, I
<b>Any Other Requirements</b>			
Able to work collaboratively and build professional and effective relationships with a wide range of stakeholders.	Yes		A, I
In accordance with the Equality Act 2010 it is a genuine occupational requirement (GOR) that the successful applicant is a practising Christian.	Yes		I
Willingness to understand and engage with Methodism and be subject to its discipline.	Yes		I
Demonstrate awareness of, and sensitivity to, issues of Equality, Diversity, and Inclusion (EDI) and a commitment to the unique value of the individual in all aspects of the church's life.	Yes		I
An understanding of the importance of and a commitment to adhere to Methodist policies around GDPR and data protection.	Yes		I
Commitment to continue professional and personal development and to undertake relevant training where it is identified by your line manager to be appropriate including, Advanced Safeguarding, Unconscious Bias, and EDI.	Yes		I
Satisfactory enhanced disclosure from the Disclosure & Barring Service.	Yes		DBS application

- A Application form
- I Interview
- W Written Exercise
- P Presentation
- G Group Exercise
- Q Proof of Qualification

**Disability:** Please let us know if you require adjustments making to any aspect or part of the application process and provide us with any information that you feel to be relevant whilst we consider your application. If you are selected for interview we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Be assured that we will be supportive at all times in discussing reasonable adjustments during the application and recruitment process.

**Entitlement to work in the UK:** Any job offer that we make to you will be conditional and subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK, if an offer of employment is made. Should you be unable to demonstrate such permission any offer will be withdrawn.

**Experience, skills, knowledge, and abilities:** The person specification lists the minimum expected requirements for this post. When shortlisting, the selection panel will only consider information that is contained in your application form and assess this against the person specification that you received. They are unable to make assumptions about your previous experiences or the nature of the work that you have done from a list of job titles. It is important therefore that you clearly demonstrate how you meet the requirements.

**References:** As standard, all job offers remain conditional on the receipt of three satisfactory references. One should be from your current or most recent employer, the second from a previous relevant work experience and the third from someone who knows you in a work related, voluntary or academic capacity. Please note that all referees should be able to comment on your suitability to undertake the role.

**Criminal convictions:** Anyone who applies to work with the Nidd Valley Methodist Circuit will be asked to disclose details of unspent convictions during the recruitment process. Having a criminal record will not necessarily bar you from working for us however it is obvious that this will depend on the type of job that you have applied for and the nature of the work that the job involves.

**Data Protection:** The information you provide on both the application and EDI form will be held in the strictest confidence. We process this information in line with our privacy policy. If you succeed in your application for employment, the information will be used in the administration of your employment with us. By completing and signing the accompanying application form we assume that you agree to the processing of your personal data as described above in accordance with our privacy policy.

**Feedback and complaints:** We aim to treat all applicants fairly at every stage of the recruitment process. We have a duty to ensure that everyone is treated in a non-discriminatory way and we monitor the recruitment and selection process. We hope that you feel that you have been treated fairly, even if you do not get the job. We welcome your feedback to help us with the development of our recruitment and selection process and ask that you send any comments or suggestions to [hr@yorkshiremethodist.org](mailto:hr@yorkshiremethodist.org)

Thank you for taking the time to read this information pack.

We want working within the Nidd Valley Circuit to be a **life positive experience** and if the opportunity to join us inspires you; we want to hear from you. As mentioned earlier should you value an informal conversation about the role to understand what life is like in our circuit before submitting an application please contact the Rev Gordon Hay (by email in the first instance) at **[gordon.hay@methodist.org.uk](mailto:gordon.hay@methodist.org.uk)**

Please submit completed application forms to [hr@yorkshirenethodist.org](mailto:hr@yorkshirenethodist.org)

*Application forms are attached separately to this pack and are sent in Word If you require in a different format please email [hr@yorkshirenethodist.org](mailto:hr@yorkshirenethodist.org) and specify your preference.*

Our aim is to keep the application process as straightforward as possible and we ask that you return your completed application on or before 5pm on Friday March 17th. Applications that match the experience and skills detailed in the person specification, and which demonstrate relevant knowledge in response to the questions asked will be invited to an interview on Thursday March 23rd.

For information about how we use, store and retain data under the General Data Protection Regulations (GDPR) 2018, please visit our district website and read our Privacy Policy at <https://www.yorkshirenethodist.org/privacy-policy/>

*If you have any other questions or should you require clarification on any of the information contained within this pack please contact [hr@yorkshirenethodist.org](mailto:hr@yorkshirenethodist.org)*

CLOSING DATE	14th April 2023
INTERVIEW DATE	28th April 2023
ANTICIPATED START	June/July 2023

**worship**

**mission**

**discipleship**