



Job description and person specification

Pastoral Co-ordinator

Beulah Baptist Church, Bexhill-on-Sea, East Sussex

Background

We are a lively, evangelical town centre church with 185 members and a Sunday morning congregation of around 200 and growing! In our vision to be Knowing Jesus, Transforming people and changing society, we run a number of social and community events in Bexhill. Most days you will find one of these taking place in the church building.

We are looking for the right person to join our team as pastoral co-ordinator. If you are looking to develop your ministry, are a faith-filled, Bible believing and passionate about pastoral care - then this could be for you.

Role

The Pastoral Co-Ordinator will work alongside the Senior pastor in the development and implementation of the pastoral work and visitor follow-up. Other responsibilities will be shared as appropriate for the experience of the applicant.

Working closely with the staff team of full time Senior Pastor, Family Worker, Administrator and Caretaker, the appointed person will have joint oversight of our Pastoral Oversight Group, consisting of 6 people.

Pastoral Co-ordinator Job Description

Job Title:	Pastoral Co-ordinator
Employed by:	Beulah Baptist Church
Reports to:	Senior Minister
Key Relationships:	The Elders, Deacons, Family worker and other staff members

Overall Objectives of the post

- To assist the Senior Pastor in the oversight of the whole church working in specific areas of church ministry where directed, which may vary from time to time.
- To have oversight of key areas in pastoral care and of developing the church to be intergenerational.
- To hold responsibility for discipleship of all generations by using your own gifts and encouraging the gifts of others from different age groups within the congregation.

Specific duties and responsibilities

- To organise communion visits for those housebound or sick in the church
- Assist in leading the pastoral teams
- To visit and care for those in the congregation who are in need.
- Maintain contact details as necessary.
- To be a participating member of the church.
- To meet with the Senior pastor regularly for support, review and agreeing key outcomes to be worked towards.
- To develop in ministry practice and personal spiritual growth
- To be involved with and accountable to other people in the church in your spiritual walk with God
- The post holder will have responsibility for safeguarding.
- Any other duties may arise from time to time.

Terms of Employment

- a. 8 hours per week for a 2 year fixed term contract with one month probation, and a one month notice period.
- b. Some unsociable hours of work may be expected. The Eldership, however, seeks to ensure that working hours are maintained in a sustainable balance.
- c. Value of employment package £6,490 per annum + contributions to a pension fund equivalent to 5% of salary
- d. 5 weeks holiday plus Bank Holidays – pro rata (40 hrs + 2 bank holidays)
- e. A time sheet would be submitted each month to account for the hours worked.
- f. Support and funding for relevant training
- g. Expenses paid for work relating to the church.
- h. Annual personal development review and meetings with a designated person for support and supervision
- i. Appointment to the role will be subject to receipt of two satisfactory references, confirmation of eligibility to work in the UK and completion of a DBS check. We do not offer visa sponsorship for the right to work in the UK.
- j. Read and comply with the established church policies and procedures. A list of key policies will be given to you on commencement of employment. All other policies are available digitally and physically at the Church office.

There is an Occupational Requirement (OR) for the post-holder to be a practising Christian and to be in agreement with the Baptist Union's Declaration of Principle under Schedule 9 of the Equality Act 2010. This appointment will be subject to the successful applicant demonstrating their right to work in the UK and undergoing an Enhanced Disclosure and Barring Service (DBS) Check.

Person Specification

Requirements (E= Essential, D=Desirable)		Ascertained by
To be a mature baptised Christian, passionate about following Jesus and enthusiastic about sharing their faith	E	A, I
To be in sympathy with the values and ethos of Beulah Baptist Church, to be prepared to become a church member and to be a regular attender at Sunday worship.	E	A, I
To have excellent interpersonal skills	E	A, I,
To be self-motivated and to work on own initiative towards targets set and capable of prioritising workload, decision making and working within budgetary constraints.	E	A, I
To be a team player in regard to the staff team	E	A, I
To be a team leader for managing volunteers or to have wide experience as a volunteer	D	
To possess a portfolio of relevant experience	D	A, I
To be an excellent communicator at all levels bringing clarity in verbal and written material	E	I
To possess relevant qualifications in theology, or social work and practice, or teaching	E	A
The post holder will have responsibility for safeguarding	E	I
To possess a full driving licence	D	A

A = application form

I = interview

Other information

- The role will be part time.
- Weekend work will be essential as well as being present at Christmas and Easter.
- The appointment is to the staff team and ultimate accountability is held by the church meeting, through the Elders and Deacons
- Line management rests with the Senior Pastor or approved alternative
- Appointment is dependent on a recent and satisfactory enhanced DBS check to work with children and vulnerable adults.

Application by submission of an application form (below), a current CV and the names and contact details of 2 referees, one of whom should be your church minister and the other, your current or most recent employer or if this is your first job, then a higher or further education lecturer.

Unless asked not to, we will assume you would be happy for us to contact your referees before interview.

Applications may be returned as a hard copy to

Ruth Lawrie (Church Secretary), Beulah Baptist Church, Clifford Road Bexhill TN40 1QA or as an attachment to churchsecretary@beulahbaptist.co.uk in PDF format or as a MS Word document

Shortlisted candidates will be called for interview, the format of which will be explained when the date is confirmed.

Closing date: **Monday 14th April 2025**

Interviews week beginning **28th April 2025**

The successful candidate at interview will be asked to meet the church, following which the appointment will need to be ratified by a church members' meeting.