

## JOB DESCRIPTION

<b>POST TITLE</b>	Area Pastor
<b>DEPARTMENT</b>	Peterborough Pastoral Team
<b>RESPONSIBLE TO</b>	Head of Area Pastor Team (Peterborough)
<b>RESPONSIBLE FOR</b>	Volunteer Group Pastors and LifeGroup leaders in the designated geographical or demographic area(s)
<b>WORKING HOURS</b>	<b>40</b> hours per week, of which 2 hours are to be worked on a Sunday  <i>(A part time position may be considered for the right candidate)</i>
<b>SALARY</b>	£33,142 - £35,549 dependent on experience (based on 40 hours per week)

### JOB PURPOSE

Within the designated geographic or demographic area, and in partnership with fellow Area Pastors and leaders of specialist ministries, the role of an Area Pastor is to:

- Equip and lead their team of pastoral leaders.
- Ensure the provision of excellent pastoral care.
- Develop and implement effective missional activities.

### KEY ACTIVITIES

1. Provide effective leadership, support and oversight of Pastoral Leaders in the designated area(s), including the Group Pastors and LifeGroup Leaders.
2. Raise up and develop pastoral leaders at all levels to ensure the numerical growth and health of leaders throughout the leadership pathway; from core team to Group Pastors.
3. Work with Pastoral Leaders to ensure that excellent pastoral care is provided to those within the designated area(s).
4. Coordinate with Head of Area Pastor Team to ensure that people are appropriately signposted to specialist courses and support ministries (e.g. referrals for pastoral counselling and 1-2-1 ministry), in liaison with Head of Pastoral Support Ministries.

5. Facilitate excellent delivery of care, support and signposting to services for people in significant life stages including:
  - Funerals (including bereavement support)
  - Weddings (including marriage counselling)
  - Dedications
  - Baptisms
6. Ensure delivery of funeral services and weddings as required.
7. Work with the Group Pastors and LifeGroup leaders in your designated geographic or demographic area(s) to help people take effective next steps in their discipleship journey.
8. Work with Head of Area Pastor Team to develop a strategic plan for the implementation of effective missional activities in the geographic and/or demographic area(s) you are responsible for.
9. Bring your specific gifts and abilities as a contribution to the whole Area Pastor team so that together we can work more effectively to raise leaders, provide pastoral care and reach our city and region.
10. Assist in the training of Group Pastors and LifeGroup leaders, under the direction of the Head of the Area Pastor Team.
11. Be a relevant voice in the communities within the designated geographical and/or demographic area(s) building appropriate relationships with other pastors and leaders; keeping informed about the wider activities within the area and being supportive where appropriate to other establishments e.g. schools, businesses etc.
12. **Set and manage capital and revenue budgets for the designated geographical and/or demographic area(s) in making sure that resources and risks are well managed and deployed to best effect and provide value for money.**
13. **Through personal example, open commitment and clear action, provide effective leadership and oversight of the volunteer Pastoral Leaders in the designated geographical and/or demographic area(s)**
14. **Be an effective internal and external ambassador for KingsGate, promoting the organisation's vision and values, positive corporate reputation through active partnership with other relevant stakeholders.**
15. **Positively manage your own personal development to make sure you maintain the technical and professional competence required to effectively perform your role and meet the standards of the organisation.**

16. **Positively contribute to the training and development of the designated geographical and/or demographic area(s) volunteers to make sure they maintain technical and professional competence and meet the standards required by the organisation.**
17. **Promote positive communication across the organisation and encourage constructive relationships.**
18. **Demonstrate a commitment to Safeguarding by reading, understanding and personally applying the safeguarding policy and procedures, undertaking basic safeguarding training and ensuring any incident is reported immediately.**
19. **Ensure Safeguarding policy and procedures are applied within the designated geographical and/or demographic area(s), ensuring all staff and volunteers have received basic safeguarding training and if carrying out regulated activities have a current DBS**
20. **Ensure appropriate processes are in place to identify, assess and manage potential risks involved in the activities undertaken within the designated geographical and/or demographic area(s)**
21. **Keep confidential, and do not share inappropriately with colleagues or third parties any information on matters and circumstances which are sensitive and could be damaging to the organisation's reputation or business.**
22. **Record and use information in accordance with KingsGate procedures and legal requirements for example, Data Protection, Human Rights Act.**
23. **Make sure that health and safety requirements are met in the designated geographical and/or demographic area(s)**
24. **Adhere to the Vision and Values of KingsGate.**
25. **Perform any other tasks that may arise from time to time which are appropriate to this level of post.**

All Department Heads and Area Pastors at KingsGate have the activities shown in bold included within their job description.

**This job description was reviewed by the Area Pastor Team Leader, Peterborough in June 2020.**