

**APPLICATION PACK:
PASTORAL CARE MINISTER
AT HOLY TRINITY PLATT**

Thank you for your interest in working at Holy Trinity Platt.

This application pack includes an introduction to Holy Trinity Platt, the job description, a person specification, some terms and conditions and details on how to apply.

We are looking for someone to join our staff team as a Pastoral Care Minister. This role is licensed by the Diocese of Manchester. The successful applicant will have experience in a similar job, share our core vision, mission and values, and will relish the opportunity to support and develop this larger church in its mission.

The successful candidate will have a pastoral heart, with strong interpersonal skills who can discern the needs of others. This individual will have a gift of encouraging individuals to grow in their faith and to serve. This individual may also be invited to support the pastoral work of the Diocese on different occasions. This is not a central part of the role, but a possible development as time allows.

After reading this pack, if you would like to speak to someone at Holy Trinity Platt to find out more about the job, please contact the church office via email at office@plattchurch.org or call 0161 224 1123 and we'd be happy to arrange a phone call or a visit with you.

If you wish to apply for this role you must be eligible to live and work in the UK.

Introduction to Holy Trinity Platt

We are an evangelical, Anglican church based in a unique urban setting. The parish is 2.5 miles south of the centre of Manchester, largely residential though close to the Universities and the famous Rusholme curry mile. Our regular congregation numbers about 500 people, with many members from non-Anglican backgrounds, and we are blessed to have a great mix of people, in terms of age, life situation and social and ethnic background. With the average age under 40, and a significant student ministry, it is also a young church. We're privileged to be aiding ministry to the wider world through our work with Internationals staying in Manchester and by supporting our mission partners working in different parts of the world.

We are firmly committed to bible-based, traditional evangelical teaching, delighting in the good news of the gospel of Christ, and seeing people disciplined in order to live out God's call on their life. Our services are warm, with a focus on bible teaching and a modern worship style and some traditional hymns.

We are a teaching/training church and an outward-looking church. We seek to present people mature in Christ (Colossians 1:28), so that they may go out and bless our parish, city and world (Jeremiah 29:7). We are called to grow in faith and service – and trust solely in God as He grows the work here in challenging and exciting ways.

You can visit our church website [here](#).

Job Description

Job Title: Pastoral Care Minister

Reports to: Rector

Purpose of the job:

The Pastoral Care Minister supports the Rector to provide the 'cure of souls' by ensuring the effective pastoral care of the church and leading and enabling those involved in visiting, praying and caring for those in need of pastoral support. This will be done in line with the overall vision for mission and growth of Holy Trinity Platt.

Specific responsibilities:

The job covers the delivery of the services and activities outlined below. This does not mean that the job holder will have to do all the items listed, but they are responsible to ensure these are delegated and completed:

- Be an approachable first point of contact for anyone who seeks pastoral support across the life of the church at Platt.
- Aid and enable initial pastoral 'triage', as part of the senior staff team.
- Actively liaise with the Platt and Diocesan safeguarding teams as needed.
- Ensure best practice in counselling and pastoral care policy across the church, mindful of safeguarding and intercultural considerations.
- Support and encourage organic pastoral care among all members of the church, which may include providing short training courses or similar.
- Support the leaders of small groups in their pastoral care of their groups as needed, working with staff responsible for them.
- Support the staff team as an informed source for external agencies and liaise with those agencies for appropriate onward referrals.
- Be present at and support the ministry of the Tuesday Service with both seniors and non-seniors.
- Be present at, and part of the leadership of, a daytime midweek Bible Study.
- Oversee and equip the Visiting Team, enabling good practice.
- Support and develop the Prayer Team (both in person and online prayer-requests).
- Be present at and support the ministry of Holiday at Home in the summer.
- Provide initial individual counselling as needed before onward referral.
- Offer bereavement and grief support in conjunction with clergy, including a Service of Remembrance and Thanksgiving.
- As a Licensed Lay Worker, attend PCC and participate in Diocesan meetings, including Deanery Synod.
- Play a part in the life of the Diocese when called upon, which could take the form of supporting training, being a part of advisory groups, or offering counselling.

The job holder is expected to perform other duties as agreed to meet the ongoing needs of the church, including supporting other staff members at times of high workload.

In taking on this role, licenced by the Diocese of Manchester, you are expected to support the Diocesan Statement of Needs and Expectations (included at the end of this application pack). We anticipate a formal review of this job description after six months to adjust as required.

Terms and Conditions

A full contract of terms and conditions will be issued to the successful applicant but the following are considered important for you to know now

Salary	Equivalent Clergy stipend, paid by Manchester Diocese.
Benefits	A rental property is provided, with rent paid directly to the landlord, or a housing allowance is given, set by the Diocese.
Pension	Church Workers' Pension Scheme, with a 3% employee and 6% employer contribution.
Hours	There will be an uninterrupted rest period of 36 hours in each period of seven days.
Holidays	36 days per annum 8 days for bank holidays or in lieu of bank holidays No more than 5 Sundays per year or more than 3 consecutive Sundays can be taken as holiday.
Probation	There is a 3-month probationary period.

There may be room for negotiation on some of these terms, dependent on the circumstances.

Person Specification

In the table below is a person specification of the individual we're looking for and a summary of the elements needed in order to successfully carry out the requirements of the job. Where factors are shown as essential, these should be demonstrated before appointment and maintained in post. Where they are shown as desirable, they should be developed and maintained once in post as needed.

Area	ESSENTIAL	DESIRABLE
Interpersonal skills	A team player with the ability to establish professional credibility and build good working relationships with others, being able to persuade and influence when necessary. Negotiation and delegation skills. Able to consistently demonstrate self-control, gentleness and kindness.	Experience of working with volunteers.
IT skills	Proficient with Gmail, Google Docs, Word, Excel and PowerPoint.	
Communication	An effective communicator, both in writing and orally, having confidence to speak in front of large and small groups. Able to develop effective training approaches and materials for use by small group leaders, visiting team and others as required.	

	<p>A person with vision about how to encourage one another in spiritual growth and to support one another in times of need.</p> <p>Demonstrates discretion and sensitivity when dealing with confidential matters.</p>	
Qualifications (proof of qualifications may be requested)	<p>Five GCSE/'O' levels or equivalent at grades A*, A or B, including Maths and English Language.</p> <p>Recognised theological training.</p> <p>A diploma in counselling, with a minimum of 250 hours of supervised counselling experience since or two years of experience. The diploma will be from the British Association of Counselling and Psychotherapy (BACP), the Association of Christian Counsellors (ACC) or similar providers.</p> <p>Active appropriate professional supervision.</p> <p>Evidence of continuing professional development for your counselling skills.</p>	<p>Educated to 'A' level or Degree standard</p> <p>Be an Accredited Counsellor with either the British Association of Counselling and Psychotherapy (BACP) or the Association of Christian Counsellors (ACC) or similar providers</p> <p>Additional study with Biblical Counselling UK or a similar organisation.</p>
Experience	<p>Five years minimum experience of working in a similar ministry environment.</p> <p>Up to date understanding of safeguarding policies and practice</p>	Supervision of volunteers.
Commitment to purpose of organisation	<p>Represent the church and demonstrate enthusiasm for the Christian purposes of the organisation.</p> <p>Ability to support and contribute positively to the ethos at HTP</p>	
Work approach	<p>Demonstrates flexibility and resilience under pressure.</p> <p>Someone who is skilful at creating programmes and can plan ahead.</p> <p>Able to work on multiple tasks and projects at any one time.</p> <p>Willing to learn, reviewing past actions and making improvements.</p>	
Genuine Occupational Requirement applies	<p>To be a committed Christian, which will, in part, be considered demonstrable by the following additional specifications:</p> <ul style="list-style-type: none"> • to have seasoned biblical knowledge and be applying that knowledge in their daily life and promoting that application in the lives of those around them • to have an authentic Christian prayer life, recognising the importance of consistently reading the Bible, with a desire to help enable the prayer life of the organisation. • to regularly attend HTP services 	

How to Apply

Please send your CV ensuring it includes the details of the church you currently attend and the notice required in your current employment.

We would also like you to respond to all of the following questions;

1. Reflecting on the job description please describe, succinctly and honestly, why you would be suitable for this position
2. How do you think you match up to the person profile? What are your areas of strength, and the weakest matches?
3. Would any of the points in the section about contract terms, or anything about the beliefs and culture of our church cause you any concerns? If so what and why?
4. Please briefly tell us how and when you became a Christian and what you regard as fundamental to your faith. How does your faith impact your life?
5. Are there any special arrangements that you require should you be called for interview?
6. Have you ever been convicted by the courts or cautioned by the police for a criminal offence? If Yes, please give details (subject to the Rehabilitation of Offenders Act 1974)

We will also need details of three people who would be willing to act as a referee. We would prefer referees who have known you for at least two years, one of whom should know you in a work capacity and one should be your minister or church leader. For each please give details of their name, address, day and evening telephone numbers and the context in which they have known or worked with you. We will assume we can contact your referees at any point in this process, unless you tell us not to.

Please present this information formatted as you see fit.

Finally, please ensure that you have included mobile, home telephone numbers as well as any dates when you will not be available for interview.

Please send your completed application by email to: office@plattchurch.org and mark your email as CONFIDENTIAL.

Closing date for applications: **Friday 22 August at 5pm.**

We will confirm the dates of interviews which we hope will be held shortly after the application closing date.

Checklist for your application

- Your CV
- A covering letter, answering the questions above
- Details to contact three referees, with any restrictions on contacting them
- Your contact details

DIOCESAN STATEMENT OF NEEDS AND EXPECTATIONS

The Diocese of Manchester extends over most of Greater Manchester and Rossendale and is characterised by the extraordinary diversity of communities and cultures. The vibrancy that this gives to life makes it a joyful and hopeful place to pursue God's mission. The overall vision of the Diocese is to establish:

A worshipping, growing and transformative Christian presence at the heart of every community

And we firmly believe there is an opportunity to do so at this point on our journey of faith.

Our Mission Goals are to be a "Church for a Different World" which is:

- Growing – growing new disciples in missionary church communities which are younger, more diverse, active and spiritually engaged
- Nurturing – increasing vocations, nurturing new and existing disciples, increasing financial giving
- Serving – present for all, speaking and acting prophetically for justice, supporting pastorally especially the vulnerable, deprived and excluded

Guided by this vision, the Diocese is engaged on a process of strategic planning for the future, led by the Fit for Mission Strategic Programme Board that includes the three bishops and others with specific gifts in this area.

The Bishop has to resolve to appoint in the Diocese only clergy who have a clear sense of calling to the particular post and are committed, under God, to the Diocesan vision, and its values, inspiration and goals. We believe that mission and ministry are properly undertaken collaboratively, working with neighbouring parishes, specialist and sector ministries, and ecumenical and wider community partners. Clergy will be expected to work collegially with other ordained ministers and lay people to encourage and sustain the wider mission and ministry of the church. Clergy and parishes are expected to undertake a process of "Mission Action Planning".

Clergy are expected to encourage and enable the gifts and ministries of all God's people and especially to help individuals explore and possible call to ordination (including Ordained Local Ministry), Reader Ministry or Authorised Lay Ministry.

Education is a major factor in the life of the diocese and its mission to young people. There are almost 200 church schools and a growing number of academies. Unless there is very good reason otherwise, where there is a Church School in the parish the minister of that parish is expected to carry out conscientiously the role of ex officio Governor, as part of a wider ministry in the school, although the minister is encouraged not to act as Chair of Governors. In the case of benefices with several schools no member of the clergy should act as Governor of more than two schools.

We are committed to promoting the well-being of clergy, and in 2018 survey 87% of all the clergy who responded either strongly agreed or agreed with the statement, "I enjoy ministry in the Diocese of Manchester."

It is normal for a priest to have a ministerial interest wider than the benefice itself that take something in the region of 10% of their working time.

Except where required under the terms of the House of Bishops Declaration on the Ministry of Bishops and Priests 2014 we are committed to ensuring that the Diocese does not discriminate against applicants on the basis of criteria unrelated to their ability to function as a priest in the benefice.

All ministerial appointments in the Diocese are subject to enhanced DBS Disclosure and we are obliged under the requirements of Immigration, Asylum and Nationality Act 2006 to request documentation which will satisfy its requirements of proof of eligibility to work in the UK.

June 2024