

## **JOB DESCRIPTION**

<b>Job Title:</b>	Church and Community Outreach (CCO) Worker
<b>Lay Employee in the</b>	Bromsgrove and Redditch Circuit
<b>Location:</b>	Studley Methodist Church
<b>Responsible to:</b>	The CCO Worker will be employed by the Bromsgrove and Redditch Circuit and will be under the supervision of the Superintendent Minister (Supervisor) in pastoral charge at Studley Methodist Church
<b>Purpose and Objectives:</b>	Helping initiate and support community outreach work in Studley Methodist Church and sharing pastoral care for Church Members.
<b>Place of Employment:</b>	The CCO Worker will be based at Studley Methodist Church.

### **Main Responsibilities:**

The CCO Worker will be employed to work 18 hours each week.

- To explore needs in the local community and identify new opportunities in which the church and CCO could be involved;
- In consultation with the Minister and church, to seek ways in which opportunities can be offered to community groups for exploring faith and making deeper relationships with the church;
- Support existing fellowship and community outreach work as well as set up and develop new initiatives to grow the church and deepen discipleship.
- Assist in the leading of worship in the local community e. g. Care homes, schools.
- To be seen 'out and about' in the community, and be recognised as a point of contact outside the church, creating relationships of trust;
- Be a visible presence to church users and build on relationships with groups who currently use the premises including: Mencap, Art Group
- Be part of Studley Churches Together, interacting ecumenically and with local community groups and charities.
- Working in partnership with the minister sharing pastoral care for all associated with Studley Methodist Church.
- Support the overall vision of an open and inclusive Christian Church.
- Attend Church Council, stewards' meetings, and other meetings as appropriate

### **The CCO Worker will be expected to:**

- Keep adequate records of contacts and of work undertaken to help inform conversations with the Supervisor and Management Meetings.
- Appraise and review initiatives set up and activities undertaken and change, where necessary, the action and focus of work after discussion with, and agreement from, the Management Meeting.
- Attend Sunday morning worship as appropriate and in consultation with the Supervisor at Studley Methodist Church.

- Any other reasonable duties and responsibilities, identified by the supervisor, that are within the capabilities and level of responsibility of the CCO Worker, in order to meet the needs of the Circuit and other churches in the Circuit.

## **Management**

The supervisor will be the Superintendent minister of the Circuit.

The Management Meeting will comprise the Supervisor and two Circuit Stewards as agreed by the Circuit Leadership Team.

The Supervisor responsibilities will be to:

- Convene and chair quarterly Management Meetings.
- Become familiar with the work of the CCO Worker.
- Work with the CCO Worker to encourage the church to respond to new challenges and opportunities in mission.
- Determine priorities for the work.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the CCO Worker on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
- Prepare a personal development plan with the CCO Worker.
- Act as a "sounding board" to the CCO Worker.
- Report to Circuit Meeting on the project.