

Job Profile

Position:	Pastoral Lead
Reporting to:	Lead Elder (Pete Clayton)
Hours of Work:	8 hours per week– discussion with candidate over proposed hours. Occasional evening and weekend work may be required (flexible working can be agreed through discussion)
Salary:	NJC Scale point 3 - 5 (£26,000 - £27,00 per annum, pro-rata, equates to £12.50 – £12.98per hour)
Based at:	Together Church, St James Road, Torquay.
Annual Leave:	25 days pro rata + Bank Holidays.

General Nature:

As Pastoral Lead, you will provide pastoral care and discipleship support across Together Church, ensuring that members, newcomers, and families are cared for, supported, and discipled. This will involve both direct pastoral ministry (visiting, prayer, support) and developing a culture of care by equipping volunteers and leaders.

The role requires spiritual maturity, compassion, and the ability to handle sensitive matters with discretion. You will be a warm, relational, and emotionally-aware communicator with all who come into contact with Together Church, embodying our vision: Together on a mission to know Jesus more and make Jesus known.

Specific Tasks:

1. Provide direct pastoral support, including visiting the sick, praying with those in need, and offering guidance and encouragement.
2. Work with the elders to develop and maintain a pastoral care system, ensuring that no member slips through the cracks.
3. Recruit, train, and equip a pastoral care team of volunteers to share the load of care and discipleship.
4. Support small group (Together Communities) leaders in providing pastoral support within their groups.
5. Work with safeguarding officer and operations team to ensure safeguarding processes are followed.
6. Where possible, and at least once a month, attend staff prayer and lunch as part of the staff team.
7. Be available to serve in Sunday gatherings and major church events, supporting prayer, ministry, and pastoral presence.
8. Maintain an active and growing spiritual life and embody the church's vision statement: 'Together on a mission to know Jesus more and make Jesus known'

Other duties:

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of the postholder. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with the postholder, Together Church reserves the right to update this job profile to reflect changes in, or to, the post.

Diversity and Safeguarding:

Together Church is committed to promoting equality of opportunity and to upholding its responsibility for the safety and safeguarding of all. Together Church is committed to eliminating any form of discrimination, be it direct, indirect, harassment or victimisation, and to providing a safe environment for all. Together Church has a number of policies to support this. You should ensure that you are familiar with and compliant with these, as any breaches may lead to disciplinary action.

Data Protection:

You will be responsible for ensuring that your workplace responsibilities are carried out in compliance with the requirements of the UK Data Protection Act 2018, especially concerning confidentiality, treatment of personal information and records management. Appropriate training and advice will be provided. Any breaches may lead to disciplinary action.

Right to Work:

The current British and European Law states that Together Church cannot employ a person who does not have permission to live and work in the UK.

Principal Attributes and Person Specification

Essential requirements are those without which the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirement

	Essential	Desirable
Entitled to live and work the UK.	✓	
A strong Christian faith	✓	
Representative of Together Church ethos and core values.	✓	
Pastoral gifting and experience in providing spiritual care and support	✓	
Excellent interpersonal and listening skills; compassionate and empathetic	✓	
Ability to handle sensitive and confidential information appropriately	✓	
Strong communication skills (written and verbal)	✓	

Able to work flexibly, including some evenings/weekends	✓	
Self-starter, able to use initiative and manage own workload	✓	
Willing to complete and obtain DBS Check at Enhanced level	✓	
Previous experience in pastoral care within a church context		✓
Understanding of safeguarding principles and procedures		✓
Experience training or equipping others in pastoral ministry		✓
Experience working with church management systems (e.g., ChurchSuite)		✓
Theological training (formal or informal)		✓