



Job Information Pack

Pastoral Worker

The North East Chinese Methodist Mission Partnership
Brunswick Methodist Church, NE1 7BJ

Closing date: **17th October, 2025**
Shortlisting date: **31st October, 2025**
Interview date: **14th November, 2025**

JOB DESCRIPTION

In the North East region there are three Chinese Methodist Churches (Newcastle, Durham, and Middlesbrough) which operate under the governance of the Darlington District Mission Partnership.

Brunswick Methodist Church (Newcastle) seek to appoint a Pastoral Worker on a two-year fixed term contract, working 37-hours per week to help develop mission and ministry in the city centre.

The successful applicant will need to be able to communicate effectively in English, Mandarin and Cantonese and be able to relate effectively to the Chinese culture of Hong Kong and the Mainland.

Job title:	Pastoral Worker.
Location:	Brunswick Methodist Church, Newcastle Upon Tyne, NE1 7BJ.
Employing body:	Darlington Methodist District.
Responsible to:	The Minister in Pastoral Charge for Brunswick Methodist Church.

PURPOSE AND OBJECTIVES:

Working in close partnership with the existing Pastoral Worker and in consultation with the church's leadership team, the successful applicant will help to support and deliver the overall ministry of the church.

- helping to develop the worship life of the church
 - nurturing faith and discipleship
 - offering pastoral care to congregation members
 - identifying the needs of the church
 - helping to develop a range of intergenerational activities which aim to meet these needs.
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OCCUPATIONAL REQUIREMENT:

A faith is an essential requirement for this role and in accordance with Schedule 9 of the Equality Act 2010 it is and will remain throughout the life of the employment contract an occupational requirement that the successful applicant is a practising Christian.

DUTIES AND RESPONSIBILITIES:

Main Duties:

- Support and resource the worshipping life of the congregation, under the direction of your line manager. *This will involve leading worship and preaching when required.*

- Working collaboratively with your line manager and the existing Pastoral Worker, foster a culture of pastoral care within the congregation. *This will involve the offering of specific pastoral care as well as enabling congregation members to care for one another.*
- Help the congregation explore the Christian faith in a creative and dynamic way to enable:
 - Spiritual understanding and growth
 - Intergenerational engagement
 - Full participation in the life of Newcastle Chinese Methodist Church
- Assist in the recruitment, motivation and training of volunteers who are to serve the church.
- Help develop and sustain a small group structure within the congregation for the purpose of discipleship development.
- Help appraise and review initiatives set up and activities undertaken and change, where necessary, the focus of their work after consultation with, and agreement, by their Management group.

Other requirements:

- Be an active and engaged participant in [Reflective Supervision](#).
- Develop positive working relationships with both lay and ordained across the Church.
- Attend meetings and gatherings as asked to do so by your Line Manager.
- As requested by your Line Manager, undertake other reasonable duties that support the evolving vision and mission of the Newcastle Chinese Methodist Church.

TERMS AND CONDITIONS:

Contract type:	Full-time, fixed term
Working hours:	37 hours per week
Rate of pay:	£12.60 per hour (£24,242 per annum) <i>In line with the Real Living Wage Foundation</i>
Working pattern:	A flexible working pattern, to include evening and weekend working.
Annual leave:	33-days per annum, inclusive of public holidays.
Pension:	There is a defined contribution pension scheme to which eligible staff will be auto enrolled.
Probation:	Appointments are conditional on the satisfactory completion of a 6-month probationary period. We reserve the right to extend this up to 12-months.
Training:	There will be the need for training to be completed that is relevant to the role and to the requirements of the Methodist Church. Any appointment is and will remain conditional on the successful completion, at the earliest opportunity of: <ul style="list-style-type: none"> - Methodist Church Foundation Module Safeguarding Training. - Methodist Church Advanced Module Safeguarding Training. - Methodist Church Unconscious Bias Training.

On-going personal learning across all aspects of the role is necessary.

PERSON SPECIFICATION

Job title: Pastoral Worker.

Location: Brunswick Methodist Church, Newcastle Upon Tyne, NE1 7BJ.

Employing body: Darlington Methodist District.

Responsible to: The Minister in Pastoral Charge for Brunswick Methodist Church.

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Training and Qualifications			
Good understanding and use of written and spoken English and Chinese.	Yes		A, I
A recognised Biblical, theological or practical mission qualification.	Yes		A, I, Q
Knowledge, Skills and Experience			
Experience in pastoral work, congregational development or discipleship training.	Yes		A, I
Proven ability in children's, youth or community work. (paid or voluntary)		Yes	A, I
Proven ability of working with and supporting children and young people from a diverse range of backgrounds and needs.		Yes	A, I
Aware of young people's needs, youth culture and issues of importance to them.		Yes	A, I
Have experience in leading worship and preaching.	Yes		A, I
Knowledge and understanding of Safeguarding.	Yes		A, I
Experienced in using Microsoft packages and social media platforms.	Yes		A, I
Qualities and Aptitudes			
Able to identify and explore the giftings of others and foster an environment of participation, particularly in children and young people.	Yes		A, I
Able to collaborate effectively with internal and external stakeholders.	Yes		A, I
Able to work with competing priorities with excellent organisation skills.	Yes		A, I
Able to communicate with confidence, both verbally and in writing, in a culturally relevant way to all ages and backgrounds.	Yes		A, I
Able to develop and maintain appropriate boundaries, demonstrating integrity and a commitment to confidentiality.	Yes		A, I
Able to work effectively within a team and alone with minimum supervision.	Yes		A, I
Able to plan and deliver activities that are underpinned by principles of participation and spiritual exploration leading to faith formation.	Yes		A, I
An active listener, friendly and sensitive, with excellent interpersonal skills.	Yes		A, I
Any Other Requirements			
A robust and well-developed Christian faith with an interest in exploring fresh expressions of church, supportive of the ethos of the Methodist Church.	Yes		A, I
Awareness of and a sensitivity to issues of equality, diversity and inclusion.	Yes		A, I
Committed to work irregular hours, to include some evenings and weekends.	Yes		A, I
A satisfactory enhanced disclosure from an enhanced DBS check.	Yes		DBS

Assessment:

A: Application form; **I:** Interview; **Q:** Proof of Qualification; **P:** Presentation; **E:** Exercise

IMPORTANT INFORMATION

Adjustments:

If you require adjustments making to any aspect or at any stage of the recruitment process, please make us aware, or provide information that you feel relevant whilst we consider your application. If selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made.

Entitlement to work in the UK:

All job offers will be conditional on the successful applicant being able to demonstrate the right to live and work in the UK, as required by the Immigration Asylum and Nationality Act 2006. *You will be asked to provide evidence of your entitlement should an offer of employment be made.*

Criminal Convictions:

Many roles that we advertise involve working with children and are exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974. Offers of employment for these posts remain conditional on a satisfactory enhanced disclosure form a DBS check and additional checks as determined appropriate by the Methodist Church. *Whilst having a criminal record does not automatically bar you from working with us this will depend on the job and the nature of the conviction.*

Experience, knowledge, skills, and abilities:

The recruitment team will assess what you have written in your application form against the essential and desirable criteria of the person specification when shortlisting. *CVs will not be considered during the shortlisting process.*

References:

All job offers will be conditional subject to the receipt of satisfactory references. *We reserve the right to withdraw a conditional offer based on the references that we receive.*

Data Protection:

We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us. By making an application, you agree to the processing of your data in accordance with our Privacy Policy.

Equality, diversity, and inclusion (EDI):

Our commitment to EDI is to confront and eliminate discrimination whether by reason of age, gender, gender assignment, sexual orientation, marital status or civil partnership, race, nationality, ethnicity (race), religion, ability or disability, pregnancy or maternity and to encourage equal opportunities. Employees must ensure a positive commitment towards EDI by treating others fairly and not committing any form of discrimination, victimisation or harassment of any description, promoting working relationships between all internal and external stakeholders.

Unless stated that an 'Occupational Requirement' is in place for a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the job criteria.

If you have any questions or comments about how we recruit, you can provide feedback [here](#).

NEXT STEPS

General enquiries and informal conversations about the role are actively encouraged. In the first instance we ask that you direct these by [email](#) to Tat Cheong Luk (TC).

Note that all applications must be received on an application form. Please send completed application forms to hr@darlingtonmethodistdistrict.org.uk

Anticipated timeline:

A start date of 5th January is anticipated. Questions around this can be discussed at interview.

1. Closing date:	17 th October 2025
2. Shortlisting date:	31 st October 2025
3. Interview date:	14 th November 2025

1. We reserve the right to close the vacancy earlier than this date should a sufficient number of applications be received.
2. We will contact applicants after this date to let them know if we are progressing their application.
3. Interviews will be held in-person at Methodist premises within the North-East Chinese Methodist Mission Partnership.