



The Methodist Church

APPLICATION FORM FOR AN APPOINTMENT WITHIN THE METHODIST CHURCH

CONFIDENTIAL

To be completed by the employing body prior to issue:

APPLICATION FOR EMPLOYMENT

in the post of ...Full-time Lay Worker...

in the ...Leeds (South) Methodist Circuit [16/5]...

in the ...Leeds...District

Please return the completed application form to:

Name: The Circuit Administrator

Address: Building Blocks Centre, Maud Avenue, Leeds, LS11 7DD

Before: 7th July 2006

Please complete this application in black ink or black type

Name in full (Mr/Mrs/Miss/Ms)

Address:

.....

.....

Post Code **Tel No: Home**.....

Work.....

Guidance to Candidates

Please read this information carefully before you complete the next part of the form.

Think carefully about the information in the job description and person specification, and consider what experience you have that would equip you for this post.

The questions are intended to allow you to draw on all your experience including education, employment, voluntary work, family life, church membership or activities, hobbies and interests (and so on).

Do not think you have to fill in all the space below each question. You may find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.

Try to provide evidence or examples of how you can meet the requirements of the job description and the person specification.

(1) Why are you applying for this job?

(2) What particular qualities, experience and other attributes would you bring to the post?

(3) How do you think you would do the job?

(4) What qualifications do you have which are relevant to this post? Please give details – dates, awarding body, grades etc

Employment History

List your employers during the past ten years, starting with your most recent. Please account for any gaps in employment.

Dates	Employer Details	Post Details

What period of notice do you have to give in your present job?

Disability

Do you consider yourself to have a condition or disability, as defined by the Disability Discrimination Act? **YES/NO**

If yes, please describe any special conditions or adjustments required.

References

Please supply the names and addresses of two referees, including your present employer, if you are in employment. **Note:** References will be sought only if you are invited to interview.

Name

Telephone Number

Address

.....

.....

Name

Telephone Number

Address

.....

.....

.....

Convictions

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? **YES/NO**

If yes, please supply further details.

You are welcome to give additional information, which may be written, in the space below.

Declaration

I am over the age of 16 and under the age of 65.

I confirm that the information given in this form is true and correct. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from this employment by the employer.

Signature

Date



The Methodist Church

Church/Circuit/District:

EQUAL OPPORTUNITIES MONITORING FORM

The information sought below will be used for statistical purposes only and your assistance in completing this questionnaire will be appreciated.

NAME

POST

Please place a tick against the category which best describes your ethnic origin.

Ethnic origin refers to members of an ethnic group who share the same cultural background and identity.

Bangladeshi

Black African

Black Caribbean

Black European

Black (Other)

Chinese

Indian

Pakistani

White European

White (Other)

Other ethnic group (please specify)

Which age bracket do you fit in?

Under 25

25-34

35-44

45-54

55-64

Over 65

Do you have a disability?

Yes

No

Are you:

Male

Female

Instructions to church, circuit or district: Please forward the completed form to the District Lay Employment Sub-Committee Secretary.

FULL-TIME LAY WORKER **LEEDS SOUTH METHODIST CIRCUIT**

Background information

The Leeds South Methodist Circuit is compact geographically being only four miles wide, but it is densely populated. The Circuit encompasses the areas of Beeston, Beeston Hill, Cottingley, Hunslet and Middleton. The Circuit comprises five churches: two are inner-city (Trinity and Hunslet), one is inner-city/urban (Wesley Street) and two are urban/suburban (St. Andrew's and Middleton). In addition, there are two Local Ecumenical Partnerships (LEPs), one is Anglican / Methodist / URC and the other is Baptist / Methodist / URC. Work is progressing to establish an ecumenical parish in one part of the Circuit.

The South Leeds Live-at-Home Scheme has bases in two Circuit churches and there are close links with the Circuit. The Circuit has also been influential in the formation of a ground-breaking multi-faith charity – Faith Together in Leeds 11 – which brings together partners of Christian, Muslim and no faith to work together for the wellbeing of all local people. Faith Together in Leeds 11 operates from new two purpose-built centres: Building Blocks (nursery and parents' resource centre) and Hamara (healthy living centre). There are also good links between the Circuit and local schools as well as many other community projects.

The Circuit has two ministers, one of whom is a URC minister responsible for the LEPs. The Circuit also employs a part-time Administrator.

Job description

Title:	Full-time Lay Worker
Start date:	1 st September 2006
Duration:	One year, with a possible one year extension
Place:	Leeds South Methodist Circuit
Purpose:	To support the Superintendent Minister in: <ul style="list-style-type: none">• Pastoral care;• Leading worship;• Engaging in community work.
Accountability:	Superintendent Minister and Circuit Stewards
Work conditions:	The Lay Worker will be expected to work across the Circuit with preparation being done at home. 40 hours per week, including regular evenings and weekends
Accommodation:	The Lay Worker is expected to live in the manse provided by the Circuit, although if he or she lives in the area this could be a matter of negotiation.
Pay:	£13,401-16,081 – subject to terms & conditions

Essential

- Engage in routine pastoral visiting;
- Provide emergency pastoral care whilst the Superintendent Minister is on holiday;
- Conduct Sunday worship across the Circuit;
- Conduct mid-week worship;
- Help to lead mid-week Bible studies;
- Engage in community work throughout South Leeds;
- Satisfactory enhanced CRB Disclosure.

Desirable

- Able to offer management support to community work projects connected with the Circuit.

Person specification

Essential

- Excellent inter-personal skills;
- Ability to relate to a diverse range of people;
- Good communication skills;
- Methodist Local Preacher or equivalent in a member Church of Churches Together in Britain & Ireland;
- Ability to relate Christian theology to everyday life;
- Experience of Christian work in the community;
- Flexibility to engage in a wide range of activities;
- Able to travel throughout South Leeds (please note that public transport links in South Leeds are good and so a driving licence is NOT essential).

Desirable

- Ability to support the management of Christian and multi-faith community projects
- ICT skills

CRIMINAL CONVICTIONS

The position of Full-time Lay Worker for the Leeds (South) Methodist Circuit involves working with young people and vulnerable adults. If you are disqualified from working with children, young people or vulnerable adults, or have been convicted of a Schedule 4 offence, or if you are aware of any other reason why you should not work with young people or vulnerable adults, you should not apply for this position because you will be committing a criminal offence. If you are unsure of your position you should seek legal advice before proceeding with this application.

Because this position falls within the terms of the Rehabilitation of Offenders Act 1974, (Exceptions) Order 1975, an Enhanced Disclosure will be requested for the successful applicant. The offer of the position is subject to the receipt of a suitable Disclosure.

Leeds (South) Methodist Circuit does not necessarily regard a criminal record to be a bar to obtaining this position and Disclosure Information will be used fairly and in compliance with the Criminal Records Bureau Code of Practice.

A copy of the Leeds (South) Methodist Circuit's policy on The Recruitment of Ex-offenders is enclosed. A copy of the Criminal Records Bureau Code of Practice is available to all applicants on request.

LEEDS (SOUTH) METHODIST CIRCUIT POLICY FOR EX-OFFENDERS

- 1 Leeds (South) Methodist Circuit is pleased to see ex-offenders take their place within the community. Once a criminal conviction has been spent it will not be a bar to working in the Circuit, either as an employee or as a volunteer.

- 2 The Methodist Church [in Standing Order 010 (2)] states that:
 - (i) No person who has been convicted of or has received a formal caution from the police concerning an offence mentioned in the First Schedule to the Children and Young Persons Act 1933 shall undertake work with children and young people in the life of the Church;
 - (ii) No person who has been convicted of or has received a formal caution from the police concerning sexual offences against children shall be appointed to any office, post or responsibility or engaged under and contract to which this sub-clause applies.

- 3 All people within the life of the church intending to work with children and young people or vulnerable adults – whether as an employee or as a volunteer – will be required to complete a Disclosure for the Criminal Records Bureau. Appointment will be conditional upon the result of this Disclosure.