

Pastoral Assistant in the Parishes of Fulbourn and the Wilbrahams 2023

The Benefice of Fulbourn and the Wilbrahams is made up of four villages just to the east of Cambridge in the Diocese of Ely. Fulbourn is a large village of approximately 5000, with a hospital, a state primary school, a nursing home, and a busy High Street, on which is found our Parish Centre, 'Twelve'. Two miles down the road is Great Wilbraham, with a population of 639 and a Voluntary Aided Church of England Primary School. About a mile further on is Little Wilbraham, pop. 394, and within the parish of Little Wilbraham is also the hamlet of Six Mile Bottom, pop.83.

Each village has a church, and each has its own distinctive character and churchmanship, though the Eucharist is at the centre of our Sunday worship. The sacrament is reserved in two of our churches; and all our churches, apart from St George's Six Mile Bottom are kept open during daylight hours.

During the week we are kept busy with outreach in the life of our parishes. We have a toddlers' group ('Baby Dragons') in Fulbourn and a children's after-school church one day a week in Great Wilbraham ('Wednesday Church'), host chats in the churchyard for the Fulbourn Hospital Chaplaincy group, coordinate a Fulbourn Community Aid Network, and have Bible Studies in Fulbourn, with the URC, and in Great Wilbraham. Our parish centre, 'Twelve', sells cards and second-hand books, as well as plastic-free cleaning products. It provides space for our church office, as well as hosting meetings, and art exhibitions, and providing a place where people can put down their shopping and have a cup of coffee and a chat. It is also the headquarters for our parish magazine, 'The Mill.' You can see more of what happens on our website: www.fulbournandthewilbrahams.org.

What can we offer a Pastoral Assistant?

We see the post of Pastoral assistant as a chance both for the churches to benefit from the skills of the person in the post and also for that person to develop their own skills and confidence. Many of those who have held this post over the years have gone on to ordained ministry in the Church of England.

In particular, we hope that a Pastoral assistant might benefit from:

- A friendly and collegial working environment.
- A chance to make a difference to the lives of people of all ages and backgrounds and to strengthen community life.
- A knowledge that your work is contributing to the smooth running of the benefice, that you are helping children to grow in faith and supporting people in their griefs and joys.
- The opportunity to learn more about the day-to-day running of a group of rural churches.
- The opportunity to work with a wide range of people and to develop your skills working with the very young and the very old, with people of all educational backgrounds, and a wide diversity of gifts.
- The opportunity to learn about the Church of England at a local, diocesan, and national level.
- The opportunity to develop a wide range of practical skills - we rarely have a boring day!
- The opportunity to work alongside ordinands on placement from Westcott House and Ridley Hall.
- The opportunity to take the initiative in developing a new project, course, or service.

What can a Pastoral assistant offer us?

In return, we are looking for someone who is happy to work hard and keen to try their hand at new things. The principal components of the job have generally included:

Worship and Prayer

- To lead the morning service at St Nicholas' at 9:15 on Wednesdays.
- To take a place on the rota leading the Sunday afternoon service of prayers and hymns at Home Close, Fulbourn's care home.

Under 5s, Children and Youth Work

- To help run our Toddler Group, which meets every Tuesday morning at The Fulbourn Centre.
- To take primary responsibility for running our Sunday School at St Vigor's Church, Fulbourn including, organizing lessons, prayer, drama, and crafts. This also includes preparing resources and putting together the rota of volunteers.
- To help coordinate and run the 'Wednesday Church' in Great Wilbraham.

Pastoral Care

- To provide pastoral care for the parents/toddlers/children and youth as above in conjunction with the Rector.
- To run the fortnightly lunchtime 'Happy Sad' club in Great Wilbraham Primary School.

Administrative Tasks:

- To assist the Parish Administrator in the efficient running of the Parish Centre, 'Twelve,' which contains our Benefice Office, and also a shop and drop-in centre. To help cover administrative duties when the Parish Administrator is absent, including during all school holidays.

Practicalities

- The post is for one year and may be renewed at the end of the year, funds permitting. There is an initial 3-month probationary period.
- The Pastoral Assistant's job is for 20 hours a week (15 in term time and 5 in the school holidays) at the real living wage. This works out at £10,000 per year (FTE: £25,000 p.a.) . Parts of the job can be done from home, and hours can be negotiated.
- The post attracts a pension.
- It is based in 'Twelve' in Fulbourn High Street.
- There are 6 weeks holiday a year, and most bank holidays can be taken on top of this, (though not Christmas Eve or Good Friday).
- The weekly day off is negotiable. Sunday is a working day requiring attendance and assistance at 1 or 2 services, and usually finishing at lunchtime.
- We would like the successful applicant to be able to begin work no later than the beginning of September 2023.

Person Specification:

- Committed to the Church of England and especially to its ministry to all living in the villages that make up our benefice.
- Outgoing, friendly, and able to relate to a wide variety of people.
- Able to take initiative, manage own workload and to work either alone or in collaboration with the Rector and Parish Administrator.
- Good communication skills (Some experience working with Word, Excel etc. is desirable)
- Excellent organisation skills
- Good sense of humour.
- Willingness to trying new things and learn new skills.

In addition:

Our parishes are fully committed to the safeguarding of all the children and vulnerable adults in our care. An enhanced DBS check will be done upon appointment; before the taking up of the post, and its successful completion is a prerequisite to taking up the post.

The successful applicant must have a NI number and be permitted to live and work in the UK.

The Pastoral Assistant must be able to get to the parishes from their home, and travel between the parishes. This has generally meant a driver's licence and access to a car though it is possible to cycle to Fulbourn from the centre of Cambridge and to cycle between the parishes.

For more information about our parishes please visit our website

www.fulbournandthewilbrahams.org

If you are interested in applying for the job please send a covering letter, CV and details of two referees to the Rector, Alice Goodman at goodman@fulbournrectory.co.uk

If you have any questions about this post, please email the Rector via:
goodman@fulbournrectory.co.uk