

LAY WORKER (PASTORAL AND DISCIPLESHIP COORDINATOR)

Job Description

Job Title: Pastoral and Discipleship Coordinator

Reporting to: The Vicar.

Accountable to: The Parochial Church Council of All Saints Hoole

Location: All Saints, Hoole

Role Type: Full-time or part-time lay appointment

‘Our vision is to see Hoole and Chester alive with the presence, peace and power of Jesus – A growing movement of disciples making disciples, igniting hope across the city.

Put simply: to live with, like and for Jesus in Hoole, Chester and beyond.

Purpose of the Role

To build a strong, sustainable discipleship and pastoral framework at All Saints Hoole—coordinating care, delivering key courses, and supporting ministry teams. This role will help create a joined-up, mission-focused pathway—from first contact to deepening discipleship—ensuring our evangelism and follow-up are intentional, coordinated and Spirit-led.

KEY RESPONSIBILITIES

1. Pastoral Coordination

- Develop and oversee a clear pastoral care pipeline for those outside Community Groups.
- Coordinate pastoral responses for new joiners, crises, bereavement, and hospital visits (alongside volunteers).
- Support the welcome team and help integrate new people into groups or ministry life.
- Train and support lay pastoral volunteers.

2. Discipleship & Outreach Course Delivery

- Organise and lead courses such as Alpha, Practising the Way, and Marriage/Pre-marriage preparation.
- Recruit, train, and support volunteers to help deliver these courses effectively.
- Ensure clear and intentional follow-up, helping participants transition smoothly into church life or take the next step on their discipleship journey.
- Maintain communication with ministry team leaders (whether staff or volunteer) to coordinate efforts, avoid duplication, and build synergy between family-facing outreach and broader evangelistic initiatives.

3. Volunteer Team Support

- Provide regular encouragement and logistical support to ministry team leaders (e.g. Alpha, Welcome, Café, etc.).
- Help run occasional training or feedback events for volunteers and group facilitators.

4. Collaboration

- Work closely with the Vicar to ensure pastoral and discipleship ministries are aligned with vision and values.

- Communicate clearly with the wider staff and leadership team about pastoral needs and course updates.

5. Other Duties

- To line-manage other ministry staff, including the Youth Worker, the Children's and Families Outreach Worker and the Café Manager.
- To be a member of the Leadership Team
- As agreed with the Vicar.

PERSON SPECIFICATION

The successful candidate will:

- Be a mature and committed Christian, rooted in prayer and Scripture.
- Be able to work within the evangelical tradition of Hoole parish church and its Minister.
- Have strong pastoral instincts and a heart for helping people grow in faith.
- Have good people skills and be able to relate well to a range of ages and backgrounds.
- Have experience of running Alpha or similar courses, or pastoral care within a church setting.
- Be organised, proactive, and dependable.
- Successfully complete the necessary Safer recruitment training, including Safeguarding Training and DBS (enhanced) checks and demonstrate a commitment to ongoing training and development in these areas.
- Will be a *confirmed* and *communicant* member of the Church of England.
- Be willing to undergo any further training and development (including accredited) necessary to effective and fruitful ministry within All Saints.
- Be at home and confident in ministering within an evangelical church expression of the Church of England that is developing a charismatic culture.
- Have excellent organisational and IT skills.

Main Terms and Conditions

- **Hours:** The post is full-time, 37.5 hours per week, or part-time 30 hours per week, which may include occasional Sundays or key liturgical festival dates, as agreed with the Vicar.
- **Salary range:** The salary for this role will be in the range £30,000 - £35,000 for a full-time post based on skills and experience.
- **Holidays:** 33 working days per annum including public holidays for a full-time post.

Please note that this post has been approved by the PCC for a period of three years.

DBS: The appointment is subject to the candidate obtaining an Enhanced Disclosure from the Disclosure and Barring Service.

Occupational Requirement: An occupational requirement exists for the post holder to be a practising Christian in accordance with the Equality Act and All Saints expects you to become a worshipping member of the church community.

Please note that you will need to be eligible to work in the UK to apply for this position.

To find out more about our Parish please visit www.allsaints.church

Closing date for applications - Friday 9th January 2026

Interviews will be held - Thursday, 29th January 2026