

# Pastoral Assistant in the Parishes of Fulbourn and the Wilbrahams 2019

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 working with our local schools and nursing home, our Toddlers Groups, our Advent and Lent courses and Confirmation Course, and a bi-monthly Community Lunch. Our parish centre, 'Twelve', sells books etc. and acts as our church office, as well as hosting meetings, the Rector's vestry hour, French classes and a Scrabble group, 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 award-winning parish magazine, 'The Mill.' You can see more of what happens on our website: [www.fulbournandthewilbrahams.org](http://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 while exploring a possible vocation 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.
- The opportunity to meet to pray the Morning Office every weekday in Fulbourn and to lead Morning Prayer on Wednesdays in Great Wilbraham, and to participate in the benefice's Quiet Days.
- A chance to make a difference to the lives of people of all ages and backgrounds and to strengthen the communal life of families, congregations, and villages.
- A knowledge that your work is contributing to the growth and mission of the churches and 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; invaluable preparation for those exploring a vocation to Holy Orders.
- 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, and to meet with Pastoral Assistants of other nearby parishes.
- The opportunity to take the initiative in developing a new project, course, or service.
- The opportunity to take part in Ministry Team meetings and to have one-to-one supervisions on matters of pastoral theology and theological reflection.
- A supply of varied, cheap books from our shop, 'Twelve', and the attractions of nearby Cambridge on your day off.

## **What can a Pastoral Assistant offer us?**

In return, we are looking for a communicant member of the Church of England who is happy to work hard and keen to try their hand at new things. The principal components of the job include:

### **Worship and Prayer**

- To attend Morning Prayer at St Vigor's at 8:30 Monday-Thursday, and lead the morning service at St Nicholas' at 9:15 on Wednesdays.
- To take a turn in leading a Sunday afternoon service at the local residential home (twice per month).
- To organise acts of collective worship and assemblies at Great Wilbraham CofE Primary School.
- To take a turn reading lessons and leading intercessions at various church services.
- To take a turn in writing the monthly editorial for The Mill (the Fulbourn Parish magazine) and to contribute occasionally to The Warbler (the bi-monthly magazine of the Wilbrahams).

### **Under 5s, Children and Youth Work**

- To help run our Toddler Group (Baby Dragons), which meets every Tuesday morning at The Fulbourn Centre.
- To take primary responsibility for leading our growing Sunday School at St Vigor's Church, Fulbourn; coordinating parent volunteers, organizing lessons, prayer, singing, and activities.
- To help coordinate and run Parents' and Children's Activities Days and craft mornings around the benefice.

### **Pastoral Care**

- To provide pastoral care for the parents/toddlers/children and youth as above.
- To help run the fortnightly lunchtime 'Happy Sad' club in Great Wilbraham Primary School.
- To be part of the team running the bi-monthly Community Lunch, to visit the local nursing home, Home Close, and to make regular pastoral visits around the parishes.

### **Administrative Tasks:**

- To help manage the efficient running of the church office at 'Twelve'.
- To maintain all the databases for funerals, weddings, baptisms, and the Sunday School.
- To keep the church directory up to date.
- To co-ordinate publicity (posters etc.) for church services and events.
- To liaise with our webmaster over events to put on the benefice website.
- To help organise special services (e.g. All Souls, Plough Sunday etc.) and events (Parents' and Children's Activity Days, the Marriage Preparation Day, etc.)
- To file PCC minutes and general correspondence.
- To make phone calls on behalf of the church.
- To organise many of the rotas for Sunday duties.
- To co-ordinate lifts and send out invitations for the bi-monthly Community Lunch.
- To co-ordinate our weekly news sheet and the printing of our service booklets.

**NB: Training and guidance will be provided in all of these tasks.**

## **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 35 hours a week at the real living wage. This works out at about £16.3k a year.
- 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).
- The weekly day off is negotiable. Sunday is a working day requiring attendance and assistance at 2 or 3 services, and usually finishing at lunchtime or by 6 p.m. when there is an afternoon service.
- You would be expected to live within a 10 mile radius so as to be available for evening commitments
- We would like the successful applicant to be able to begin work at the beginning of September 2019.

## **We are looking for someone**

- Who takes their faith seriously, and is a confirmed and communicant member of the Church of England.
- Who is committed to the Church of England and especially to its ministry to all living in the villages that make up our benefice.
- Who is outgoing, friendly, and able to relate to a wide variety of people.
- Who has some experience of working with toddlers and young children.
- Who has the ability to take initiative and to work either alone or in collaboration.
- Who has computing & emailing skills (and is thus able to work with Word, Excel etc.) and to design posters.
- Who is well organized.
- Who has a good sense of humour. That's crucial. Some musical knowledge and/or ability would be nice too, but a sense of humour is vital.
- Who is open to trying new things.

### **In addition:**

- A current driving licence and access to transport is vital to the job because of the frequent travel between villages.
- 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.

### **For more information about our parishes please visit our website**

[www.fulbournandthewilbrahams.org](http://www.fulbournandthewilbrahams.org)

If you are interested in applying for the job please fill in the application form available on the website.

Have we left anything out? If you have any questions about this post, please email the Rector via: [\*fulbourntwelve@gmail.com\*](mailto:fulbourntwelve@gmail.com).