

ROLE DESCRIPTION

Job Title:	Evergreen Pastoral Coordinator
Location:	Parish of Oakley with Wootton St Lawrence (Church of England)
Responsible to:	The Evergreen Pastoral Coordinator will be employed by the Parish of Oakley with Wootton St Lawrence and report to the Parish Pastoral Care Leader, under the supervision of the Rector
Terms of employment:	
Length of contract:	2 years fixed term
Hours:	Part time, 20 hours per week; 28 days annual leave plus Bank Holidays pro-rata Flexible working, including some evenings and weekends
Probation:	6 months
Salary Range:	£16,000 - £18,500 (for 20 hours per week) – dependent on post holder's qualifications and experience
Pension:	NEST pension: 5% employee's contribution, 3% employer's contribution
Key Relations:	Rector, Church Staff Team, Church Pastoral Team, Parochial Church Council (PCC), Oakley & Deane Parish Council, Local Community Voluntary Organisations, GP Surgery, Social Care & Health Services, Residential Care Homes, Local Home Care Agencies

PURPOSE OF THE ROLE

This role builds upon St Leonard's long-established Evergreen ministry, and seeks to promote the spiritual, social, and mental wellbeing of older people within the parish of Oakley with Wootton St Lawrence.

Working in close collaboration with the Rector and church's Pastoral Care Leader, the Evergreen Pastoral Coordinator will be tasked with:

- Providing frontline pastoral and spiritual care to members of the church family and, where appropriate, to residents in the wider community;
- Promote the spiritual welfare of older people in the wider community, particularly those facing challenges living independently in their own homes;
- Coordinating the church's mission and pastoral ministry amongst older people within the parish and neighbouring residential care homes;
- Leading a team of church volunteers to support the needs of older people through pastoral visiting, home communion, practical and spiritual support, befriending, prayer, and bereavement support;
- Encouraging, affirming, and equipping older members of the church family to rediscover their gifts, wisdom, knowledge, and experience in new seasons of their lives;
- Advocating for older residents within the parish through local networks like the Oakley Wellbeing Forum and direct partnerships with voluntary groups and statutory organisations.

HOW TO APPLY

To apply please send a copy of your **CV** with a **covering letter** outlining your suitability for the post to **Revd Ben Kautzer** (ben@oww.church). Please provide details of **two referees**, ideally one who has worked with you in a professional context and one from a church-based setting.

For an informal conversation about the parish and the responsibilities of the role, please contact **Katey Butler** (pastoralcare@oww.church).

Closing Date for applications is Friday 14th November 2025

KEY DUTIES & RESPONSIBILITIES

Working with older people

- Helping older people reflect on their spiritual journey, including the healing of memories and engaging with unresolved issues in their lives.
- Offering spiritual guidance so older people may live more peacefully in their last years and prepare to face the end of their earthly life.
- Provide compassionate care and support to family, friends, and neighbours who are caring for an older person.
- Helping and supporting relatives to understand better the spiritual issues people encounter in the latter stages of their lives.

Championing the spiritual life of older people within the church

- Championing a culture of dignity, respect, compassion, and care throughout the church's ministry to older people.
- Encouraging the church family to understand the particular needs of older people and supporting the work undertaken with them.
- Helping the whole church identify, utilise, and appreciate the contributions older people can and do make to the life of the church.

Coordinating the church's pastoral ministry amongst older people

- Establishing meaningful pastoral relationships with the older members of our church family.
- Overseeing the provision of personal pastoral visiting and the distribution of home communion for older people within the parish.
- Facilitating a leadership transition and overseen a new team to take forward the Evergreen Fellowship.
- Coordinating the church's annual 'Holiday@Home' event.
- Supporting the Pastoral Care Team's bereavement ministry, including the church's annual bereavement services, pastoral support groups, and The Bereavement Journey course.

Supporting and equipping a team of pastoral care volunteers

- Growing and developing the church's team of pastoral volunteers.
- Leading the safer recruitment of these volunteers and ensuring that all team members undertake the required safeguarding training
- Enabling volunteers to acquire the skills required for effective ministry to older people, including in-house training, raising awareness of relevant local organisations and signposting to external training opportunities.
- Ensuring that best practice is adhered to regarding pastoral sensitivity, safeguarding and GDPR guidance.

Developing the church's pastoral outreach within the community

- Advocating for the spiritual, social, and mental wellbeing of older people within the wider parish.
- Developing partnerships with the parish council, local community groups, voluntary organisations, community health and social services, and the church.
- Participating in the Oakley Wellbeing Forum to encourage communication, collaboration, idea-sharing and mutual signposting to promote the wellbeing of older residents in the community.
- Coordinating the church's growing ministry in local care homes – including regular services of worship, discipleship groups, pastoral visiting, and spiritual support for staff.

Cultivating intergenerational connections

- Building partnerships between local schools, the Evergreen Fellowship, and our local residential care homes.
- Engaging with groups of all ages in the community encouraging intergenerational understanding of life for an older person in the community and challenging stereotypes.
- Encouraging and enabling younger generations to consider what constitutes 'successful ageing' and so prepare for more positive experiences in older age.

Exploring new ministry opportunities to expand the Evergreen ministry to reach more residents in the parish

- Pioneering a creative vision to grow the church's ministry to older people in ways which both complement and expand current provision.
- Exploring new opportunities to engage with residents who struggle to access existing support due to loneliness, social isolation, poor health, mobility issues, or lack of access to the internet or a smart phone.
- Working to ensure that the Evergreen ministry remains financially sustainable and overseeing applications for grants and fundraising opportunities.

Continuing personal professional development

- Keeping up to date with research into issues relevant to the spirituality of ageing and attending appropriate training courses to develop professional skills, and aid personal spiritual growth.
- Developing a robust understanding of statutory and voluntary community, church, and social enterprise organisations within our locality.
- Undertaking and maintaining competence in the Church of England's *Safeguarding Learning and Development Pathways* for those working with vulnerable adults and children, including awareness of domestic abuse and safer recruitment and people management.
- Willingness to participate in the *Bishop's Commission for Mission: Pastoral* (if not already undertaken) and attend services in the parish.
- Attending regular Staff Team meetings and collaborating fully with others within the Ministry and Pastoral Care teams. Attending PCC meetings as required.
- Undertaking other duties that may arise in connection with the main purpose of the post.

PERSON SPECIFICATION

	Essential	Desirable
Faith	Committed Christian who seeks to practise their faith in their daily life	
	Real heart for older people	
	Willingness & ability to support faith whilst being accepting & respectful of those with different or no faith	
Ministry	Experience of working with older people as an employee or volunteer within a Christian setting	
	Willingness to participate in end-of life ministry & post-funeral ministry (e.g. 'The Bereavement Journey' course)	Experience of participation in funeral ministry or bereavement counselling
	Willingness to work in partnership with the Staff Team, Pastoral Care Team & other organisations	Experience of working as part a church staff team, pastoral care team & other organisations
		Ability to reflect theologically on ministry, & shape liturgy appropriate to care home settings & individuals in later life.
		Experience in leading congregational worship & providing individual faith support (chatting, prayer, Bible reading)
Experience	Experience of working as an employee or volunteer with older people	Experience of dementia care
	Experience of statutory & other agencies which work to support older people	Experience of building links or collaborative partnerships between allied organisations
	Experience of organising or leading activities in a Christian context	
Knowledge	An understanding of the spiritual, social & mental health needs of older people	Formal educational qualifications or practical/professional experience in these areas
	Committed to safeguarding and promoting the safety & welfare of vulnerable adults & children	Formal safeguarding & domestic abuse training undertaken in other contexts; experience of overseeing the safer recruitment of volunteers
Skills & personal attributes	Compassionate, empathetic, caring & patient disposition	
	Excellent communication & listening skills – both written & oral	
	Able to keep accurate records & write reports	
	Good organizational skills	
	Able to effectively manage own time & workload	
	Proactive & motivated to innovate & pioneer new projects, & seeing them to completion	

	Good IT skills including a working knowledge of Microsoft Office (Word, Excel, & PowerPoint)	
	Able to manage a budget & expenditure	Previous experience of securing funding for charity sector initiatives (e.g. grant applications, securing donations)
	Committed to respecting & maintaining confidentiality	

GENERAL REQUIREMENTS OF THE POST

- An Occupational Requirement exists for the post holder to be a practising Christian in accordance with the Equality Act, 2010.
- Satisfactory references including Church Minister/Leader.
- Satisfy current nationality and immigration requirements.
- Able to meet the travel requirements of the role.
- Satisfactory Enhanced Disclosure from the Disclosure & Barring Service to be processed for successful applicant prior to commencing the post.
- In addition to any safeguarding training previously completed, the successful applicant will be required to undertake the Diocese of Winchester's safeguarding training programme: *Basic Awareness, Foundations, Local Leadership, Safer Recruitment and People Management, and Raising Awareness of Domestic Abuse.*