



## CANDIDATE INFORMATION PACK

### **Local Lay Pastor** Ryedale Methodist Circuit



**RYEDALE METHODIST CIRCUIT**

MALTON • PICKERING • KIRKBYMOORSIDE • HELMSLEY

# INTRODUCTION

## RYEDALE CIRCUIT

Ryedale is a diverse and beautiful area of spectacular scenery with busy market towns including Helmsley, Kirkbymoorside, Malton, Norton and Pickering set amongst dale and hill farms, picturesque villages and many tourist attractions.

[The Ryedale Methodist Circuit](#) comprises 16 churches across the region, with their own diverse qualities and characteristics however the focus for this role spans the beautiful tourist town of Helmsley and Malton/Norton.

Helmsley is a picturesque, award-winning market town in North Yorkshire, located on the edge of the North York Moors National Park. Known for its medieval, 900-year-old castle ruins, independent shops, and cafes, it acts as a popular base for walkers, featuring the start of the Cleveland Way. Malton is often hailed as Yorkshire's Food Capital and is a charming town with vibrant artisanal producers and a vibrant food scene.

## MISSION STRATEGY

The circuit is in the process of recruiting a Wilderness Pioneer to develop opportunities for exploring faith through various outdoor activities, including extending the nearby St Aelred's Pilgrim trail, Faith walks and Forest church-style worship. Alongside this role, we hope to revitalise existing small chapels through partnerships with local artists and at Sinnington, developing a community café, as well as self-guided Audio-visual installations.



## THIS ROLE

This role includes shared oversight of Helmsley Methodist church, acting as local lay pastor, under the direction of the Circuit Superintendent, with responsibility for the guidance and pastoral care of the congregation. This will also include working with them, the Property Lead from the Bridge Team, and the Circuit Pioneer to undertake a listening process with the local community to develop a strategy for the church's future.

The role also includes some additional pastoral support to the Superintendent at Rievaulx and the churches in the Malton area under his oversight.

# JOB DESCRIPTION

## PURPOSE OF ROLE:

To act as Local Lay Pastor at Helmsley Methodist Church and provide pastoral support to the circuit ministers with pastoral care at Rievaulx and some of the churches in the Malton area.

Job title: Local Lay Pastor.

Employed by: Ryedale Methodist Circuit.

Reports to: Accountable to the Managing Trustees of the Circuit through an appointed Line Manager, the Rev Andy Lindley.

Key relationships:  
(Internal) Rev Andy Lindley (Superintendent Minister, Line Manager).  
Rev Graham Ransom and Rev Jane Brown (Circuit Ministers).  
Circuit Leadership Team (CLT).  
Circuit Administrator.

Key relationships:  
(External) Rev Mel Burnside (Anglican Priest, Helmsley).  
Member of the our local church communities.  
District Local Pastor Network.  
Circuit and Regional Safeguarding Officers.

Faith: A specific faith is an essential requirement for this role and in accordance with the Equality Act 2010 it is and it will remain for the duration of employment an occupational requirement that the successful applicant is a practising Christian.

## MAIN RESPONSIBILITIES:

- Respond appropriately to the pastoral needs of people within those churches of the Circuit as requested to do so by the Circuit Ministers and Circuit Leadership Team.
- Work closely with and under the direction of the Circuit Ministers to help in the delivery of pastoral care to the membership and to those on the community roll.

### Helmsley Methodist Church:

- Act as local lay pastor assisting the congregation to develop and participate in the mission of God in their local context.
- Work collaboratively with the local church, other lay employees and circuit ministers to help shape a strategic vision for the church.
- Build relationships in the local community, encouraging partnerships and exploring joint endeavours to bless the community.
- Assist the church leadership in implementing Methodist Church policies for safeguarding, GDPR and the safer recruitment of volunteers.
- Engage in the local Churches Together and leaders gatherings.
- Advocate and represent the church at circuit and other meetings.
- To offer a warm welcome and encouragement to members of the local community and in particular those attending the premises or activities therein to engage in prayer,

worship and wider communal and spiritual life of the churches.

- To develop and participate in acts of worship, or develop prayerful and spiritually engaging activities for those within and beyond the churches.
- Prepare and deliver reports to and attend the Circuit Meeting, and as asked to relevant Church meetings
- Maintain an understanding of the guidance around the Office of Local Lay Pastor.

#### Pastoral support to Rievaulx and Malton Area

- Provide pastoral support alongside the ministers in pastoral charge.
- Share in the ministry of extended Communion for members who are unable otherwise to access Holy Communion.
- Become a trusted presence in our church communities through visibility and presence, particularly on Sundays.
- To ensure safeguarding policies and procedures are followed and acted upon.

#### Other duties and responsibilities

- To attend to their own spiritual, mental and physical wellbeing, through appropriate use of spiritual disciplines and other resources.
- Be an active and engaged participant in Reflective Supervision.
- As requested by your Line Manager, undertake all other reasonable duties that support the evolving mission across the Ryedale Methodist Circuit.
- Attend and fulfill the requirements of the Connexional Local Lay Pastor (LLP) development programme, including attendance at District gatherings.

### **SUMMARY OF TERMS AND CONDITIONS:**

Contract type:	Permanent, Part-time
Working hours:	24 per week (including 1 hour each week for study)
Work pattern:	Flexible, with the requirement to work 3 Sunday's per month
Rate of pay:	£17.76 per hour (Actual Salary £22,164, FTE £34,170)
Location:	Helmsley Methodist Church with, as necessary, Circuit wide travel
Annual leave:	33 days inclusive of public holidays, pro-rata for part time staff
Pension:	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions
DBS Disclosure:	Employment is conditional on a satisfactory enhanced disclosure from a disclosure and barring service (DBS) check
Training:	There will be the need for training to be completed that is relevant to the role and to the requirements of the Methodist Church. Such training costs will be met by the Circuit. This appointment is and will remain conditional on the successful completion and any necessary refresher training in: <ul style="list-style-type: none"> <li>• <a href="#">Methodist Church Foundation Safeguarding Training</a></li> <li>• <a href="#">Methodist Church Advanced Safeguarding Training</a></li> <li>• <a href="#">The modules of the Foundations: Mission and Ministry pathway</a></li> </ul>

# PERSON SPECIFICATION

Job title: Local Lay Pastor.  
Employed by: Ryedale Methodist Circuit.

Reports to: Accountable to the Managing Trustees of the Circuit through an appointed Line Manager, the Rev Andy Lindley.

E = Essential, D = Desirable, M = Method of Assessment	E	D	M
<b>Training and Qualifications</b>			
Good understanding and use of written and spoken English.	Yes		A, Q, I
Qualification in mission, community and/or theology.	Yes		A, Q, I
<b>Knowledge, Skills and Experience</b>			
Experience of pastoral work with adults	Yes		A, I
Experience of pastoral work with families		Yes	A, I
Good all-round understanding of pastoral ministry	Yes		A, I
Awareness and understanding of issues of confidentiality with a commitment to maintain appropriate confidences	Yes		A, I
Knowledge of and/or experience in Safeguarding	Yes		A, I
<b>Qualities and Aptitudes</b>			
Able to work under pressure, often with competing priorities, whilst demonstrating integrity and a commitment to appropriate confidences	Yes		A, I
Able to work effectively within a team and alone with minimum supervision	Yes		A, I
An active listener, friendly and sensitive, with excellent interpersonal skills	Yes		A, I
<b>Other Requirements</b>			
A robust and well developed Christian faith	Yes		
Be a lay member of the Methodist Church		Yes	A, I
Experience/accreditation as a local preacher, or experience/qualifications in leading worship		Yes	A, I
Able to travel freely and reliably across the Circuit considering its geography and lack of a consistent public transport service	Yes		A, I
Be supportive of the ethos and charisms of the Methodist Church and those appointed to the office of lay pastor shall be lay members	Yes		A, I
Awareness of and a sensitivity to issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of life	Yes		A, I
A commitment to work irregular hours, to include evenings and weekends	Yes		A, I
To be an active participant in the Local Pastor network.	Yes		A, I
A satisfactory disclosure from an enhanced DBS check.	Yes		DBS

## Assessment:

**A:** Application form; **I:** Interview; **Q:** Proof of Qualification; **P:** Presentation; **E:** Exercise

## NEXT STEPS

General enquiries and informal conversations about the role are actively encouraged. In the first instance we ask that you direct these by email to [Rev Andy Lindley](#).

You can download an application form [here](#).

Return your completed application form to [Rev Andy Lindley](#).

Anticipated timeline:

<b>1. Closing date:</b>	22 <sup>nd</sup> May 2026 (Midday)
<b>2. Shortlisting:</b>	27 <sup>th</sup> May 2026
<b>3. Interview date:</b>	30 <sup>th</sup> May 2026

1. We reserve the right to close the vacancy earlier than this date.
2. We will contact all applicants shortly after this date to let them know if we are progressing their application.
3. Interviews will be held in person at Malton Wesley Centre

# IMPORTANT INFORMATION

## **Adjustments:**

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application.

If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of the recruitment process.

If you have any questions about how we recruit you can contact us [here](#).

## **Entitlement to work in the UK:**

Any job offer will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

## **Experience, knowledge, skills, and abilities:**

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. *Where CVs are submitted these will not be used to make shortlisting decisions.*

## **References:**

Any job offer will be conditional, subject to the receipt of satisfactory references and we reserve the right to withdraw a conditional offer based on the references that we receive. One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both referees are able to comment on your suitability to the role.

## **Criminal convictions:**

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Whilst having a criminal record does not necessarily bar you from working for us this will depend on the job applied for and the nature of the conviction.

## **Data protection:**

The information you provide will be held in the strictest confidence. We process information in line with our [Privacy Policy](#) and if successful in your application the information that we hold will be used to administer your employment with us. By making an application, we assume that you agree to the processing of your data in accordance with our Privacy Policy.

## **Equality, diversity, and inclusion:**

Our aim is to have a workforce that reflects the diversity of talent and abilities drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly.

Unless clearly stated that an 'Occupational Requirement' is in place with a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the job criteria.



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