



## THE CHURCH OF SCOTLAND

### JOB DESCRIPTION

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<b>Title of Post:</b>	Associate Minister, Helensburgh Parish Church linked with Rhu & Shandon Parish Church
<b>Responsible to:</b>	This is a Ministries Council Appointment but you will be responsible to the Parish Minister of Helensburgh Parish Church linked with Rhu & Shandon Parish Church
<b>Date:</b>	February 2016
<b>Main Purpose of post:</b>	As a member of the Ministry Team, work with the Minister and the Kirk Sessions in fulfilling the full range of duties within these active parishes

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#### CONTEXT OF THE ROLE

- Helensburgh Parish Church is a large congregation recently formed from 3 Church of Scotland Parishes and is linked with Rhu & Shandon Parish Church. Our membership is drawn from all over the town and surrounding areas. This has created broad based congregations of different ideas, keen to serve the community.

#### MAIN DUTIES

##### Pastoral

- In collaboration with the Minister and Kirk Sessions implement, develop and support an effective pastoral care strategy to include routine pastoral visitation to the congregations and parishes in homes, nursing homes, hospitals and schools.
- Conducting Funeral services within the Parishes
- Taking responsibility, along with the Minister, for pastoral emergencies that may arise.

##### Worship

- In collaboration with the Minister plan, organise and lead worship. The successful applicant will be preaching, leading prayers, and celebrating the Sacraments using various styles of worship including traditional, contemporary, interactive & reflective.

**Outreach**

- Support the Minister and Kirk Session by taking an active role with the Ministry Team in outreach to the community.
- Actively raise the profile of the Church within the Parishes, taking the Church to where it is needed and has not been before.

**Development**

- The successful applicant will be given the opportunity, support and encouragement to develop their areas of interest within the context of the role.

**Administration**

- Participate in and at times lead regular meetings of the Ministry Team
- Attend meetings of the Kirk Sessions and Congregational Board
- Be an active member of Presbytery

**Responsibility**

- Communicate to the Kirk Sessions and congregations information and vision for the work at least half yearly
- Play an active and full part in the annual Team Report submission to Presbytery
- Contribute fully to the Ministries Council appraisal process
- Undertake such other Parish duties as may be required from time to time by the Parish Minister.

**Person Specification: Associate Minister**

	Essential	Desirable
<b>Skills, abilities and knowledge</b>		
Ability to preach, teach and minister to a membership with a broad range of understanding of their Christian faith	√	
Ability to engage with people who have little or no Church connection	√	
Commitment to understand and engage in the life of the Parishes and demonstrate an ability to reflect this	√	
A commitment to partnership working, maintaining and developing links with other churches and organisations	√	
Experience in leading worship in different congregational settings including formal, informal and interactive	√	
Ability to carry out empathetic pastoral care in complex situations	√	
Experience of working in a school environment, contributing to a school chaplaincy team with experience in planning and delivering suitable material	√	
Experience in working with children, young people and families	√	
Demonstrable ability to understand the value of volunteers and to encourage good working practice	√	
Experience in outreach	√	
<b>Personal Qualities</b>		
Committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010	√	
Ability to communicate effectively with	√	

<p>others using highly developed interpersonal skills</p> <p>Good oral and written communication skills</p> <p>Openness to and able to evidence different ways of working and trying new initiatives</p> <p>Proven ability to work collaboratively with colleagues and contribute to effective team working</p>	<p>√</p> <p>√</p> <p>√</p>	
<b>Educational requirements</b>		
<p>You must be one of the following:</p> <ul style="list-style-type: none"> <li>• Ordained Church of Scotland Minister</li> <li>• Probationer of the Church of Scotland, who is now eligible for ordination;</li> <li>• Ordained Minister of a partner Church in good standing with his/her Church and who has undergone the Church of Scotland admission process;</li> <li>• Eligible for Ordination to the Ministry of Word and Sacrament of the Church of Scotland in terms of Act II, 200.</li> </ul> <p>On-going commitment to continuing professional development including willingness to work towards qualifications and accredited training</p>	<p>√</p> <p>√</p>	

**Terms and Conditions: Associate Minister**

- Salary is based on the current scale £26,380 - £32,419 per annum
- Normal hours of work will be 37.5 hours per week
- The nature of the work calls for a degree of flexibility, thus hours of work, which are as agreed with the line manager, may vary from day to day.
- The post is based at Helensburgh Parish Church linked with Rhu & Shandon Parish Church.
- There are 6 weeks annual paid leave pro rata in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also 5 statutory holidays.
- Travel expenses by public transport or by use of own car at rates as agreed by your Employer and reviewed annually. Car mileage and allowance will be paid by the Employer in the first instance and re-claimed from the congregation on a quarterly basis.
- PVG membership will be required for this post.

**Informal enquires can be made to Rev David T. Young, tel: 01436 676880 or 07508628133**

**Closing date for applications is 12 noon on Friday 4 March 2016**