



THE CHURCH OF SCOTLAND

MINISTRIES COUNCIL

JOB DESCRIPTION

Bo'ness: St Andrew's Parish Church

Title:	Associate Minister – Social Outreach
Salary:	On a scale £22,239 - £29,526
Hours per week:	40 hours
Purpose:	To develop and sustain the varied and innovative ministry of this congregation at a local, national and international level. We are seeking an Associate Minister to be part of the growing ministry team which sees to enable and support the congregation in their vision.
Responsible to:	This is a Ministries Council Appointment but you will be responsible to the parish minister in the first instance.

Job Description

Direct support to the Minister

Encompassing the following key areas of responsibility:

- to share in the conduct of worship alongside the worship team;
- to share in the teaching ministry alongside the discipleship team
- to share in the pastoral duties alongside the pastoral elders;
- to help grow the gifts of the people of God
- to provide support to the Parish Minister when required

Direct support to the Congregation

Encompassing the following key areas of responsibility:

- to enable the Congregation grow their gifts of ministry
- to enable leadership in the congregation to sustain their wider vision of local national and international ministries

Direct Support to the Community

Encompassing the following key areas of responsibility.

- to offer inspirational and supportive leadership with in our existing team of volunteers and staff who are working in the following areas; Counselling, Youth ministry, Children and families, and Dementia Care.

Person Specification: Associate Minister (Social Outreach with a Preaching and Pastoral gift) M22/02

	Essential	Desirable
Skills, abilities and knowledge		
<ul style="list-style-type: none"> • Experienced in at least one area of our social outreach programme. • Experienced in leading worship in different congregational settings • Able to work within a team and be an effective team member • Previous experience of working in a team setting 	 √ √	 √ √
Personal Qualities		
<p>Well developed interpersonal skills</p> <p>Good verbal and written communication skills gifted in Bible teaching</p> <p>Flexibility and adaptability</p> <p>Effective team player</p> <p>The ability to connect and establish rapport with differing age groups and willingness to acknowledge differing approaches to Christian belief. Willing to work alongside and value people of no faith as they seek to serve the community</p>	 √ √ √ √ √	
Educational requirements		
<p>You must be one of the following:</p> <ul style="list-style-type: none"> • Ordained Church of Scotland Minister • Probationer of the Church of Scotland, who is now eligible for ordination. • Ordained Minister of a partner Church in good standing with his/her Church and holding a Certificate of Eligibility from the Church of Scotland. • Eligible for Ordination to the Ministry of Word and Sacrament of the Church of Scotland in terms of Act II, 2000 	√	

Associate Minister

Terms and Conditions:

- Permanent Appointment – as per the Presbytery Plan,
- Remuneration shall be based on the minimum stipend according to the Church of Scotland National Minimum Stipend scale, which is currently £22,239 - £29,526 per annum. Whilst normal hours of work will be 40 hours per week as agreed locally. The nature of the work calls for a degree of flexibility, thus hours of work, which are as agreed with the Parish Minister, may vary from day to day.
- A housing allowance will be made available to the successful applicant.
- The post is based in Presbytery Falkirk: Bo'ness St Andrew's
- The Associate Minister shall be entitled to six weeks paid holiday in any calendar year and will also be entitled to five further days in lieu of public holidays (Christmas, Easter etc.). Holiday will require to be arranged in consultation with and with the consent of the Parish Minister or appropriate team members.
- 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.
- The successful applicant will have the opportunity to join a Retirement Benefit Scheme in cooperation with a life assurance society.
- In view of the nature of the post, the successful candidate will be required to undertake an Enhanced Disclosure Check in terms of Part V of the Police Act 1997. Any offer of employment will be subject to this check confirming the candidate's suitability for the post.
- The normal retirement age for all employees is 65 years of age.
- In order to comply with the Asylum and Immigration Act 1996, all candidates invited to interview, will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.
- A pre-employment medical check will be undertaken as part of our recruitment process.

Please return completed application form in an envelope marked 'Private and Confidential' to: The Human Resources Department, 121 George Street, Edinburgh, EH2 4YN

The minister may also be contacted on an informal basis in order to obtain more information about the parish, alternatively please visit www.standonline.org.uk:

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