

**Church of Scotland – Ministries Council**  
**Partnership Development**  
**Guidelines for Part-time Ministry**

1. As parish ministers, ministers inducted to parishes on a part-time basis are office-holders, not employees and, as such, are accountable to the Presbytery within the normal superintendence arrangements.
2. There has to be flexibility on the part of the minister, Presbytery and congregation in the expectations for part-time ministry, as much will depend on the individual circumstances and what will be occupying the non-ministry part of the time, eg other employment may well have set hours which will make the minister unavailable during that time, whereas if there is no other fixed time, then there may be greater flexibility as to available time.
3. In the case of part-time ministries, the time commitment expected should be defined in terms of hours, as a percentage of full-time, with a standard week containing 40 hours. It is recognised that there will be occasions when the expected time has been exceeded, and the individual should make adjustments to make up for excess hours worked.
4. The normal expectation is that a minister serving in a part-time charge in a UK presbytery will be available to conduct worship on the same basis as in a full-time charge, ie on each Sunday in the year, with six Sundays' holiday being provided along with the provision of pulpit supply when the minister is a Commissioner to the General Assembly.
5. Where a Presbytery envisages that the inducted minister of a part-time charge shall not be conducting worship on the basis outlined in the above paragraph, the Basis of Adjustment should indicate how cover will be provided for Sunday worship.
6. The stated percentage time for ministry is to be understood as covering all the requirements of parish ministry. As with full-time ministry, there is no expectation that a log of hours spent on particular activities be kept. Kirk Sessions would be expected to understand the time constraints and have an understanding of what occupies a minister's time. Ministers would be expected to make clear their time availability to Nominating Committees and Kirk Sessions. As with full-time charges, it is expected that the minister will make appropriate arrangements in consultation with the Kirk Session and, where appropriate, the Presbytery. If particular events occupy more than the allotted time in a particular week, then Kirk Session must expect fewer hours to be worked in later weeks to compensate.
7. As for full-time ministers, membership of Presbytery committees will be expected of part-time ministers – they are expected to commit to engagement in Presbytery and General Assembly work pro rata reflecting the part-time percentage given to the charge.

8. A part-time minister will receive the appropriate percentage of stipend, but will be required to occupy a manse, and will receive full listed expenses. When a minister wishes to occupy other accommodation and can demonstrate that exceptional circumstances justify this, the terms of the Manse Adjudication scheme will apply: the congregation must pay the market rent rate for the minister's house designated to be the manse, and the minister must declare this income for tax purposes.
9. In addition, there should be a clear understanding on the part of Presbytery and the incumbent at the outset of a part-time ministry:
  - which days the office-holder would be available, so it was clear when they could be contacted.
  - what support would be provided when the demands of the role exceeded what the office-holder could accomplish within their time commitment, eg support from colleagues, whether neighbouring parish minister, or Reader/Ordained Local Minister.
  - that Presbytery's role in the superintendence of, and the pastoral care for, a minister inducted on a part-time basis, is as for all parish ministers and their charges, but should be sensitive to the part-time nature of ministry in such charges.

It may also be appropriate to explore whether the Basis of Adjustment which was drawn up to allow a congregation to call a part-time minister will require to be revised when the office-holder is appointed, to reflect their availability, and the other issues raised here.

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