



**THE CHURCH OF SCOTLAND
MINISTRIES COUNCIL
JOB DESCRIPTION**

Title of Post:	Pastoral Assistant, Aberdeen (Fixed term – 3 years)
Responsible to:	This is a Ministries Council appointment but you will be responsible to the Business and Finance Convener and their successors, who will be responsible for your work on a day to day basis.
Date:	May 2019
Main Purpose of post:	Working in the parish of Peterculter and being included in the future working of any new West Aberdeen Hub, the main purpose of the post is to provide pastoral assistance to the congregation of Peterculter.

MAIN DUTIES

- Participate in the Peterculter ministry team under the leadership of the parish minister
- To assist the minister in a range of worship, pastoral, congregational and community related duties
- Support, develop and provide leadership to those involved in pastoral care in the congregations
- Share in the provision of pastoral care to the congregation and parish
- Visit elderly/housebound and hospitalised members and others
- Conduct funerals and funeral visits as requested by the minister
- Participate in/conduct care home services as required
- Communicate to the Kirk Session and congregation, information and vision for the work at least half yearly
- Contribute fully to the Ministries Council appraisal process
- Undertake other such duties as may be required from time to time by the parish minister

Person Specification: Pastoral Assistant, Aberdeen Presbytery

Ability to carry out effective and empathetic pastoral care in complex situations	✓	
Ability to work sensitively with a wide variety of people in different pastoral settings	✓	
Demonstrable ability to encourage good practice in working with and motivating volunteers	✓	
Ability to engage with people who have little or no church connection	✓	
Experience in developing and nurturing community relationships	✓	
Ability to work effectively with others using highly developed interpersonal skills	✓	
Knowledge and understanding of the congregational life of the Church of Scotland	✓	
Ability to conduct funerals or a willingness to be trained to do so	✓	
Ability to participate in the leading of worship or a willingness to be trained to do so	✓	
Experience in training others		✓
Experience in partnership working	✓	
Personal Qualities	Essential	Desirable
Committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010	✓	
Openness to and able to evidence different ways of working and trying new initiatives	✓	
Ability to work unsupervised with readiness to use own initiative	✓	
Proven ability to work collaboratively with colleagues and contribute to effective team working	✓	
Good oral and written communication skills	✓	
Skilled in active listening	✓	
Awareness of and commitment to upholding professional boundaries	✓	

Educational requirements	Essential	Desirable
Qualified to degree level or similar or accredited training in pastoral care or can demonstrate significant, relevant and recent experience in this area of work	✓	
On-going commitment to continuing professional development including willingness to develop new skills as required	✓	

Terms and Conditions: Pastoral Assistant, Aberdeen Presbytery

- The salary scale is £25,122 - £28,400 (pro rata)
- This is a fixed term appointment of up to 3 years. This post is currently on the Presbytery plan for Shetland and is seconded to the Presbytery of Aberdeen until the union of the Presbyteries of Shetland and Aberdeen.
- Whilst normal hours of work will be 18.75 hours (0.5 WTE) 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 line manager, may vary from day to day.

The post is based at Peterculter Parish Church with travel throughout the parish.

- There are 5 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 9 pro rata 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 will be paid by the Employer in the first instance and re-claimed from the Presbytery on a quarterly basis.
- The successful candidate will be required to be a member of Disclosure Scotland PVG Scheme.

Closing Date: 12 noon on Tuesday, 02 July 2019.

For more information on this post, please contact John Fergusson
jferguson@churchofscotland.org.uk