

THE CHURCH OF SCOTLAND



JOB DESCRIPTION

Title of Post:	Associate Minister, St Columba's, London linked with St Andrew's, Newcastle
Responsible to:	This is a Ministries Council Appointment but you will be responsible to the Parish Minister of St Columba's and St Andrew's in the first instance.
Date:	February 2019
Main Purpose of post:	To work with the Minister, as a member of the Ministry Team, and the Kirk Session to provide the full range of Parish Ministry to the St Columba's congregation.

MAIN DUTIES

Worship

- The leading of public worship on Sundays at St Columba's in partnership with the Minister. This will include preaching, leading prayers and celebrating the sacraments. On a minimum of twelve Sundays each year the Associate will lead worship in the absence of the Minister.
- Conduct public worship on days other than Sunday as required, including funerals of members and non-members and school assemblies.

Youth & Education

- Take a lead role in ministry to youth by supporting existing groups e.g. crèche, Sunday School, and develop ministry to young families, older teenagers and Young Adults.
- Take a lead role in adult education by supporting existing groups e.g. Happy Hour, Women's Bible Fellowship, seasonal studies.

Pastoral

- To supervise and undertake, in consultation with the Minister, Pastoral Visiting Group and elders, the routine pastoral visitation of elderly/sick/housebound.
- To undertake emergency pastoral visits as directed by the Minister.

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- To undertake an agreed share of pastoral duties i.e. baptisms, weddings, funerals and related pastoral visitation and preparation.

Chaplaincy

- Assisting in current chaplaincy to Hill House & Knightsbridge Schools (local preparatory schools).

Responsibility/Development

- Participate in regular staff meetings with Minister and elders.
- Identify, in co-operation with the Minister and others, areas of the life and work of St Columba's for which you will take responsibility.
- Identify, in conjunction with the Minister and others, areas for development in the life of St Columba's e.g. Worship, Youth, Pastoral Care, Education.
- Carry out any other tasks as reasonably required by the Minister.
- Engage in personal and professional development as appropriate.

Person Specification: Associate Minister

	Essential	Desirable
Skills, abilities and knowledge		
Christian Commitment (this is a genuine occupational requirement in terms of the Equality Act 2010).	√	
Ability to preach, teach and minister to a membership with a broad range of understanding of their Christian faith.	√	
Experience in participating in and leading worship.	√	
Experience in working with children, families and young adults.	√	
Experience in working with schools.		√
Experience in working with volunteers.		√
Experience in pastoral care.	√	
Appreciation/sensitivity to role of volunteering within congregational life.		√
Awareness/competence in IT/social media		√
An understanding of demands of living in a large city		√
Personal Qualities		
Strong planning and organisational skills.		√

Ability to think creatively, while respecting tradition		√
Good oral and written communication skills	√	
Flexibility and adaptability	√	
Demonstrable ability and commitment to work as part of a team.	√	
Educational requirements		
You must be one of the following:		
<ul style="list-style-type: none"> • Ordained Church of Scotland Minister (in category “O” or “E”) • 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 who has undergone the Church of Scotland admission process and holds a Certificate of Eligibility. 	√	
Ongoing commitment to continuing professional development including willingness to work towards qualifications and accredited training	√	

Associate Minister

Terms and Conditions:

- Remuneration shall be based on the Church of Scotland Stipend scale which is currently £27,585 - £33,899 per annum.
- Whilst normal hours of work will be 37.5 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.
- Accommodation will be provided. The accommodation is a four bedroom house in South West London.
- The post is based in St Columba’s, Pont Street, London.
- There are 6 weeks annual paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full months 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.

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- The successful applicant will have the opportunity to join a Retirement Benefit Scheme in cooperation with a life assurance society
- Membership of Disclosure Scotland PVG scheme is a requirement for this post.

Informal enquiries may be made to Rev Angus MacLeod, 02075842321 or Mrs Charlotte Bradford, Session Clerk, 02072569238

Please complete both [Application Form A](#) and [Application Form B](#) and send to recruitment@churchofscotland.org.uk

Our Kirk Session has voted to depart from the traditional theology and practice of the church in relation to human sexuality and is open to receiving applications from all Ministers who hear a call to join us, including those in civil partnerships and same sex marriages.