



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

Title of Post:	Local Church Review Facilitator/Co-ordinator
Responsible to:	This is a Ministries Council Appointment but you will be responsible to the Presbytery Clerk of Glasgow in the first instance
Hours:	0.4 FTE [15 hours]
Date:	May 2019
Main Purpose of post:	To enable the continuing cycle of LCR visits to congregations within the Presbytery of Glasgow and to conduct all LCR follow up visits.

MAIN DUTIES

Working closely with the Vice Convener of the Superintendence Committee to support all aspects of Local Church Review by

- Engaging in an on-going programme of review and implementation of the Local Church Review end to end process to ensure that congregations have a consistent and positive experience of Local Church Review
- Administering the overall day to day management of LCR
- Carrying out Local Church Review follow up visits
- Developing a training package for LCR team members
- Engaging with National LCR discussions and initiatives

This includes

- Identifying training needs, developing and delivering Local Church Review training and providing support to teams and other Presbyteries as appropriate, in order to engender confidence in and engagement with the LCR process.
- Ensuring all paperwork is duly processed and team visits organised for LCR visits planned for the current year
- Conducting all LCR follow up visits timeously and attending Superintendence Committee to deliver reports
- Attending one Sunday's worship in congregations engaged in LCR follow up process
- Working alongside the Presbytery Nominations Committee, take responsibility for the recruitment of skilled team members to the LCR teams

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- Delivering a training programme for congregations to enable them to create effective and contextually appropriate strategic action plans
- Liaise with other Presbyteries and the National Office to share good practice
- Attendance at Presbytery meetings when LCR reports are being presented

Additional Duties

- To contribute fully to the Ministries Council appraisal process
- To undertake any other reasonable duties as requested by the line manager

Outcomes

- *Congregations will feel confident and supported in the Local Church Review Process.*
- *Presbytery will feel well-resourced and enabled to share good practice with the national church.*

LCR Facilitator/Co-ordinator Person Specification

Skills, abilities and knowledge	Essential	Desirable
Knowledge and understanding of the congregational life of the Church of Scotland	✓	
Proven ability to work across a broad theological base	✓	
Significant experience in supporting people through periods of change and transition	✓	
Understanding of conflict management and resolution	✓	
Proven ability in encouraging good practice in working with and motivating volunteers	✓	
Ability to communicate effectively with others using highly developed communication and interpersonal skills	✓	
Understanding of missiological models	✓	
Personal Qualities	Essential	Desirable
Committed Christian with a live church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010 and in sympathy with the values and ethos of the Church of Scotland.	✓	
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	✓	
Educational Requirements	Essential	Desirable
Qualified to degree level or similar in a relevant subject or significant, recent and relevant work experience in a similar area	✓	
On-going commitment to continuing professional development.	✓	

Terms and Conditions:

- The salary scale will be £25,122 - £28,400 per annum pro rata.
- Normal hours of work will be 15 hours per week (0.4 FTE). 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 the Glasgow Presbytery Office, Bath Street, Glasgow
- 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.

Further information can be obtained from Rev George Cowie, Presbytery Clerk, Tel: 0141 332 6606 EMAIL: gcowie@churchofscotland.org.uk

Closing date: 12noon on Wednesday 26 June 2019