



## THE CHURCH OF SCOTLAND

### Ministries Council

### JOB DESCRIPTION

<b>Title of Post:</b>	Congregational Support Worker
<b>Responsible to:</b>	This is a Ministries Council Appointment but you will be responsible to the Transition Minister of Newbattle Parish Church in the first instance.
<b>Date:</b>	April 2021
<b>Hours:</b>	22.5 hours (0.6 FTE)
<b>Main Purpose of post:</b>	<p>To work as part of a cohesive, supportive ministry team supporting the Transition Minister in the transition ministry vision and mission statement.</p> <p>To work closely with the Transition Minister, Mission and Outreach Coordinator and the Kirk Session in supporting the congregation and members of Newbattle Parish by deepening pastoral care, worshipping life and a sense of church connection within the parish.</p>

### MAIN DUTIES

#### Congregational Development

- In conjunction with the Transition Minister and Kirk Session, to assist the congregations in spiritual reflection, prayerful discernment and community engagement, leading to a growing understanding of the shape of the new worshipping community.
- To continue in the development of an identified core group of local Christians committed to the formation of a worshipping community rooted in, and committed to serving, the local community.
- To facilitate and initiate the development of appropriate groups, activities and worship opportunities within Newtongrange, including but not exclusively further groups and activities for elderly and isolated within Newtongrange.
- Connect with the residents of Newbattle and Newtongrange during the disposal and development work to ensure engagement and inclusion.
- To recruit, develop and support volunteers to be involved in the different activities of the church within the parish, particularly in Newtongrange and having a level of oversight for the Newbattle Food Initiative and use of the café space at Mayfield and Easthouses.

- To build meaningful relationships with other groups and individuals in the wider community to encourage engagement from the parish and establish nurturing and supportive relationships.
- Be part of the Hospitality and Partnership Working Group of the Kirk Session.

### **Pastoral Care**

- Work alongside the Transition Minister and Pastoral Care Team to share in the general pastoral work within the parish which may also include parish funerals and direct pastoral encounters.
- To support the Transition Minister in providing listening space and care for the former members of Newbattle as they let go of their connections and history as the building closes and for the former members of Newtongrange as they live without a building during the redevelopment.

### **Worship**

- In conjunction with the Transition Minister and Kirk Session, to participate in and lead worship as required and appropriate. This could include Sunday worship, online reflections, opening devotions at church groups and fresh expression groups as they emerge.

### **Additional Duties**

- To contribute fully to the Ministries Council appraisal process
- To communicate to the Kirk Session and congregation, information and vision for the work at least half yearly
- To play an active and full part in the annual Team Report submission to Presbytery

### **CONTEXT FOR THE ROLE**

In 2003, the boundary of Newbattle Parish (covering Newbattle, Mayfield and Easthouses) was extended to include the ex-mining village of Newtongrange. The result was the creation of the largest parish in the Presbytery of Lothian with a population of circa 15,000 which is forecast to continue to grow significantly with planned new housing developments. Although one parish, it comprises three separate communities, each with its own distinct heritage and identity.

New work has developed in positive ways, with a real willingness to be creative in doing so. However, the infrastructure of the parish (financial giving, maintaining buildings etc) is weak and the situation is not sustainable. Much of this is caused by having three sets of buildings to heat, insure and maintain. Without this being addressed it will be difficult to sustain the good work which is developing in positive ways, with office bearers distracted from the work they feel most called to be involved in.

The church at Mayfield/Easthouses has been refurbished and provides (out with the pandemic) an excellent facility for the work and witness of the church in this community which is classed as an area of multiple deprivation on the Government Social Indices Table.

The buildings at Newtongrange require major work and the current plan is to sell the site of the church hall for housing and to redevelop the church building as a multi-use space. The planning for this involves significant work. The buildings at Newbattle are the most historic but it has been acknowledged that the church building does not have a long term future.

The vision of the congregation is to serve the communities of the parish, meeting practical and spiritual needs whilst helping people explore and discover all that it means to be a disciple of Jesus Christ. All underpinned by a strong “family” ethos where there is a welcome and a place for everyone. Central to the vision is to be known as a safe, supportive place of hospitality and welcome at the heart of the communities.

<b>Person Specification:</b>	<b>Essential</b>	<b>Desirable</b>
<b>Skills, abilities and knowledge</b>		
Experience of working alongside congregations developing their spiritual life	√	
Strong understanding of mission and worship and how to work these through at a group and individual level and translate that into events and activities	√	
Ability to identify, plan, implement and evaluate opportunities for outreach and community involvement.	√	
Experience of working within a variety of group dynamics with ability to lead and support	√	
Experience in working with a wide range of church and community groups.	√	
Experience and expertise in the use of IT applications, specifically excel, social media and electronic communication to convey information and promote a positive image	√	
Ability to carry out effective and empathetic pastoral care with within communities	√	
Experience of working with vision and mission statements and translating these into practice		√
Experience in participating in/sharing worship and leading funerals		√
Understanding of financial challenges at local and national church level including income, grants and external funding		√
<b>Personal Qualities</b>		
Committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010	√	
Ability to work effectively with people across a broad theological spectrum	√	
Openness to and able to evidence different ways of working and trying new initiatives using creative solutions and enable others to do so	√	
Positive and enthusiastic with ability to enthuse and encourage others	√	
Proven ability to use influencing and negotiation skills in sensitive contexts	√	
Ability to communicate effectively with others using highly developed interpersonal skills	√	
Proven ability to work collaboratively with colleagues and contribute to effective team working	√	
Ability to reflect critically and evaluate work	√	
<b>Education and Experience</b>		
On-going commitment to continuing professional development including willingness to work towards qualifications and accredited training	√	
Qualification in relevant discipline		√

## Terms and Conditions: Congregational Support Worker, Newbattle Parish Church

- Salary is based on the scale £25,624 - £28,968 This is the full-time salary scale and actual salary will be pro rata to 0.6 FTE.
- This is a part time post and normal hours of work will be 22.5 hours per week, 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, including evening and weekend work.
- The post is mainly based out of the Church Office, Newbattle Parish Church.
- There are 5 weeks paid leave (187.5 hours) in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also 9 statutory holidays. Entitlement increases after 5 years' service to 6 weeks (225 hours) annual paid leave pro rata.
- Travel expenses by public transport or by use of own car (if appropriate) at rates agreed by the Employer are payable and reviewed annually. Car mileage allowance will be paid by the employer in the first instance and reclaimed by the Congregation on a quarterly basis.
- Membership of Disclosure Scotland PVG Scheme will be required.
- In order to comply with the Asylum and Immigration Act 1996, the successful applicant will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.

Informal enquiries can be made to Rev Gayle Taylor, Transition Minister, [GTaylor@churchofscotland.org.uk](mailto:GTaylor@churchofscotland.org.uk)

Closing Date: Friday 28 May 2021 at 12noon

Interview Date: Tuesday 08 June 2021

### How to Apply

Applications should be sent by email to [recruitment@churchofscotland.org.uk](mailto:recruitment@churchofscotland.org.uk) and must be received by 12 noon on the closing date.

Applications should comprise:

- A personal statement, outlining how your skills, experiences and personal qualities match the requirements of the role outlined in the job description. Please include names and email addresses of two referees, who will not be contacted until later in the process.
- A full CV, including educational and professional qualifications alongside a full employment history showing positions held, responsibilities and relevant achievements.
- A personal information form, to be downloaded and attached.

Applications without a CV, personal statement and personal information form will not be taken forward in the process. Each document should be a maximum of 2 sides of A4.

For more information on any of our roles, please contact [recruitment@churchofscotland.org.uk](mailto:recruitment@churchofscotland.org.uk)