

MURRAYFIELD PARISH CHURCH

MINISTERIAL ASSISTANT (OLDER PEOPLE) - JOB DESCRIPTION

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| Title of Post: | Ministerial Assistant - Older People |
| Responsible to: | Responsible, in the first instance, to the Minister of Edinburgh: Murrayfield Parish Church, but also to the Kirk Session's Staffing Group |
| Date: | May 2022 |
| Main Purpose of post: | Murrayfield Parish Church has a recent track record of creative work with older people. We are now hoping to build on that work as part of our re-visioning congregational life post-pandemic. The overarching aim is to help older people sustain their faith and also to improve their quality of life across different areas. |

MAIN DUTIES

- 1. To co-ordinate the provision of activities for older people that enhance physical, mental, and spiritual health:**
 - Organising blocks of regular sessions focused on three discreet areas of physical activity, IT empowerment, and mental wellbeing.
 - Being responsible for arranging facilitators in each of three areas.
 - Reaching out beyond the regular church membership to the wider community.
- 2. To create fellowship opportunities for older people:**
 - Incorporating lunch or tea/coffee, before or after the activity sessions
 - Providing other opportunities for retired people to meet, thereby reducing social isolation.
 - Connecting with stakeholders in the community.
- 3. To plan and lead worship for older people:**
 - Including, integrated with the activity sessions, an optional time for worship and reflection.
 - Creating opportunities for exploring and deepening faith amongst older people
 - Participating in Sunday worship, including in leading prayers, and with the option of occasional preaching.
- 4. To offer spiritual and pastoral care for older church members:**
 - Forming supportive relationships with older church members
 - Visiting those who are in residential care, or in hospital
 - Keeping in touch by a range of means with older church members
 - Being in contact with family members of older people
- 5. To organise and train volunteers**
 - Building relationships and working with a team of volunteers to host the activity sessions
 - Liaising with the pastoral group to assist the congregation to be age-friendly, and with other church committees to promote intergenerational activities.
 - Helping older people maintain a sense of connectedness to the congregation
 - Offering training in pastoral care for church visitors

OTHER DUTIES

- The role is an integral part of the ministry team and may include other duties as required.
- Appropriate collecting of information and reporting is a necessary part of the role.
- Sharing of good practice, networking, and contributing to partnership working are required.
- The role involves sustaining a local covenanted ecumenical partnership.
- The role involves liaising with the Murrayfield Dementia Club.

| Person Specification: Ministerial Assistant (Older People) | | |
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| | Essential | Desirable |
| Skills, abilities and knowledge | | |
| Christian commitment (a genuine occupational requirement in terms of the Equalities Act 2010) | ✓ | |
| Excellent Pastoral skills, especially with older people | ✓ | |
| Experience of Leading Worship | ✓ | |
| Knowledge of issues impacting older people | ✓ | |
| Ability to engage with people beyond the existing congregation | ✓ | |
| Good communication and collaboration skills | ✓ | |
| Experience in identifying, recruiting and motivating volunteers | | |
| Experience in partnership working | | ✓ |
| An understanding of how to progress a project | | ✓ |
| Awareness and understanding of growing fresh expressions of church | | ✓ |
| Good IT skills | | ✓ |
| Good organisational skills | ✓ | |
| Theological education and ministry training | ✓ | |
| Knowledge of Data protection requirements | | ✓ |
| Personal Qualities | | |
| Enthusiastic, friendly and approachable | ✓ | |
| Enjoys working under own initiative and is self-reliant | ✓ | |
| Relational in outlook and approach | ✓ | |
| Comfortable in a team environment | ✓ | |
| Compassionate | ✓ | |
| Ability to use discretion | ✓ | |

Terms and conditions:

- Normal hours of work will be 37.5 hours a week as agreed locally.
- The nature of the work will require a degree of flexibility and may involve regular evening and weekend work.
- The post is initially for a fixed term of three years, with year 1 & 2 being full time, and year 3 being either full or part time (depending on the project needs and review).
- The full-time salary is based on the current Church of Scotland MDS scale £25,624-£28,968. The post will include a pension contribution of 3%.
- The post is based at Murrayfield Parish church.
- There are 5 weeks annual paid leave in each full holiday year, running 1 January to 31st December and also 9 statutory days. Entitlement is based on full weeks worked.
- Employment will be subject to PVG safeguarding