

Church of Scotland



Interim Moderator: Rev Bill Taylor

PP Church Office, Annan House, 10 Palmerston Place, Edinburgh, EH12 5AA

29 September 2022

Dear enquirer

Thank you very much for expressing an interest in the position of Ministerial Assistant at Palmerston Place Church. I have pleasure in enclosing further information about this role and hope that this will help you to decide if you wish to make a formal application for consideration.

Currently we are on a journey as we try to work out the way ahead in line with the Presbytery Mission Plan. Over the years Palmerston Place has been a happy and united congregation, which has sought to play its part both in the city and on a national and world-wide stage. We are a gathered church with people coming from all over Edinburgh to share in its worship, fellowship and service. We hope that, both in the use of our buildings throughout the week and by equipping our members for their witness when scattered, we can play our part as a church in Edinburgh. We want to support our members and also make effective links into the parish and city.

Our prayer is that we will be led to make the right appointment for this next stage in our life as a congregation and to that end are grateful for your enquiry.

Yours sincerely

Norma

Norma S Rolls
HR Team Leader

Tel : 0131 220 1690	Scottish Charity No SCOO4291	www.palmerstonplacechurch.com
Office – admin@palmerstonplacechurch.com	Minister - csinclair@churchofscotland.org	



Ministerial Assistant

This post is designed to develop Palmerston Place Church's ministry and support the various new initiatives which are evolving as part of our on-going commitment to church growth. We are looking for someone who is innovative, creative, flexible and willing to take the lead in developing successful work with our children, young people and their families and with neighbouring churches and in the local community.

The successful candidate must be able to work independently but also alongside the Staff Team, Session Clerks and other church teams. They will need to empathise with the ministry, mission and ethos of Palmerston Place Church. They will be expected to participate in worship with confidence and clarity. They should be able to engage with people of all ages. Previous experience of working in a school/church/youth situation or in a business or commercial environment is desirable.

This will be a full-time post of 37.5 hours per week, but the nature of the posts calls for a degree of flexibility such that the exact hours of work will be agreed and may vary from day to day. There is provision for 30 days paid holiday, which includes bank and public holidays, where appropriate. Salary will be subject to discussion and dependent on experience and qualifications.

Start date ideally November 2022, subject to agreement. The contract is mutually reviewable after a period of six months. The position is based in the Church Office at Annan House, 10 Palmerston Place, Edinburgh EH12 5AA.

The successful candidates:

- will be required to become members of the Disclosure Scotland PVG scheme
- in order to comply with the Asylum and Immigration Act 1996 will be asked to provide document(s) confirming their eligibility to work in the United Kingdom
- will be expected to undergo professional development as appropriate

Interested candidates should submit a CV including the names and contact details of two referees (only to be contacted if a job is offered) and a letter of application explaining their interest in and suitability for the post, at the latest by 12 noon on Friday 14th October 2022. Interviews will be held on Friday 4th November 2022.

Applications should be emailed to: norma@palmerstonplacechurch.com

or posted/delivered to: Mrs Norma Rolls, Palmerston Place Church
Church Office, 10 Palmerston Place
Edinburgh, EH 12 5AA

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Palmerston Place Church Ministerial Assistant

Job Description 2022

Function	<p>To work as part of the ministerial team and along with the Interim Moderator, Associate Minister, elders and congregation to further the aims of Palmerston Place Church within the local community. Specific responsibilities include:</p> <ul style="list-style-type: none"> • Sharing in leading worship services as required. • Supporting ministry to our children, young people and their families. • Sharing in the pastoral and outreach & discipleship work at Palmerston Place Church
Accountability	The Ministerial Assistant is accountable to the Kirk Session for all aspects of the work, while responding to the HR Team Leader or designated member of the HR Team.
Authority	The Ministerial Assistant has authority as delegated by the Kirk Session.
Relationships	The Ministerial Assistant as part of the Ministerial Team, will work closely with the Interim Moderator, Associate Minister, Session Clerks, Church Facilitator, leaders of Kirk Session Teams and those involved with leadership relating to our children and young people.
Key Tasks	<p>Worship</p> <p>To participate in Sunday worship services, especially the first half of the morning service on a regular basis.</p> <p>To work with the leaders of the Sunday School (3-10 year olds) and New Horizons (11-17 year olds) to work towards providing regular All Age services.</p> <p>To help organise special services, in particular, Sutherland Street, Service of Thanksgiving and Remembrance, Lunchtime Carols, Christingle.</p> <p>To conduct funeral services if required.</p> <p>Ministry</p> <p>To connect with all of our Sunday morning groups</p> <p>To work with their leaders and helpers to resource/provide suitable materials for all Sundays throughout the year</p> <p>To share in the leadership of all Sunday morning groups</p> <p>To assist the Safeguarding Coordinator with annual letters and the recruitment process of volunteer staff</p> <p>Pastoral</p> <p>To help provide funeral and bereavement care.</p> <p>To carry out hospital, care home and housebound visits as requested/required.</p> <p>To oversee Sunday flower distribution and cards for special birthdays</p> <p>To help welcome and integrate new families into our Church Community.</p> <p>To help in the planning and delivery of events involving children, young people and their families such as the BBQ, Christmas Party, Weekend Away.</p>

	<p>Outreach & Discipleship</p> <p>To support the leadership of the Baby & Toddler Group</p> <p>To support the leadership of the Friendship Café.</p> <p>To become involved in/encourage inter-church initiatives, particularly with Gorgie Dalry Stenhouse Church (GDS) and St Mary's Cathedral (SMC) and any wider Parish Grouping identified as part of the Presbytery Plan.</p>
Meetings	<p>To attend meetings of the Staff Team, Coordinating Team and Service Planning Group.</p> <p>To attend meetings of the ECU (staff of PPC and St Mary's Cathedral) group.</p> <p>To participate in the annual appraisal process.</p>