



## THE CHURCH OF SCOTLAND

### JOB DESCRIPTION

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<b>Title of Post:</b>	Associate Minister, Ellon Parish Church
<b>Responsible to:</b>	This is a Ministries Council Appointment but you will be responsible to the Minister of Ellon Parish Church in the first instance.
<b>Date:</b>	September 2016
<b>Main Purpose of post:</b>	To work with the Minister, as a member of the Ministry Team, and the Kirk Session to provide the full range of Parish Ministry and community development work.

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### BACKGROUND

Ellon Parish Church covers both the urban town of Ellon, approx. 16 miles north of Aberdeen as well as the surrounding rural area stretching from Ythanbank to Tipperty to Collieston on the North Sea coast. This in turn creates a very large parish with a population of approx. 13000. As at February 2016, the Kirk Session has agreed to undertake a discernment process, through Future Focus, in order to evaluate the options for developing all areas of ministry in the whole parish, both in the urban setting of Ellon town itself as well as the wider rural area. These sessions will take place in August and September 2016.

As a result of this over the next year the Ministry Team, along with the Kirk Session, is committed to reshaping its ministry and outreach to its wider parish, and to find innovative ways to meet the needs of a diverse parish that incorporates a resident urban population in Ellon and a rural population in the wider parish.

With the support of the Church of Scotland's Ministries Council and resources available locally our ambition is to continue to develop a team ministry to support our work as a parish church.

The successful candidate will work as part of a small, but strong and motivated Ministry Team, alongside our Core Groups, Kirk Session and Congregational Board. We are keen to recruit the right person more so than advertise a specific project. The successful candidate's gifts and skills will help shape the focus of the post.

Appropriate housing in the area will be provided as part of the post.

## **MAIN DUTIES**

### **Worship**

- Taking an agreed share in leading public worship on Sundays, both in the morning services and “Connect” our contemporary evening service. This will include sharing all aspects of worship, including preaching, leading prayers and celebrating the sacraments.
- Conducting public worship on days other than Sunday as required.
- Helping develop fresh expressions of worship as needs are identified.

### **Pastoral**

- Working with the minister and the Kirk Session to take an active role in the pastoral duties associated with the large parish area: weddings, funerals and related pastoral visitation.
- Taking an agreed share of routine pastoral visitation to the congregation and parish, whether at home, nursing home or in hospital as well as developing a relationship with local sheltered and supported accommodation.
- Taking responsibility, along with the minister, for pastoral emergencies as may arise from time to time.

### **Chaplaincy**

- Working as a member of the Ellon Academy Chaplaincy Team alongside the parish minister and developing the role of Ellon Parish Church in support of its chaplaincy work with the related primary schools, along with the Parish Worker (Family and Youth Development) and Worship Core Group.
- Developing a relationship with the Care Homes and Sheltered Housing Complexes.
- Contributing to the development of new models of chaplaincy to the above.

### **Responsibility/Development**

- Participating in regular meetings of the Ministry Team and Core Groups.
- Along with the Ministry Team, Kirk Session and Core Groups participate in the development of a strategic plan for Ellon Parish Church.
- Alongside the minister and Ministry Team members, identify strategies for continued congregational discipleship, community engagement and outreach opportunities.
- Be involved with the recently formed Local Ecumenical Partnership with St Mary-on-the-Rock Episcopal Church, Ellon Baptist Church, Ellon Pentecostal Fellowship and City Church, North.
- Engaging in personal and professional development as appropriate.

### **Other Responsibilities**

- Communicate to the Kirk Session and congregation information and vision for the work, at least half yearly
- Play an active and full part in the annual Team Report submission to Presbytery
- Contribute fully to the Ministries Council appraisal process
- Carry out any other reasonable tasks requested by the Parish Minister

**Person Specification: Associate Minister**

	Essential	Desirable
<b>Skills, abilities and knowledge</b>		
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.	√	
Ability to engage with people who have little or no Church connection.	√	
A commitment to ecumenical work in an inclusive, active and developing Local Ecumenical Partnership.	√	
Ability to carry out effective and empathetic pastoral care in complex situations	√	
Experience in participating in and leading worship in different congregational settings including formal, informal and interactive		√
Experience in working with children, young people and families.		√
Demonstrable ability to encourage good practice in working with and motivating volunteers	√	
Experience in community development.		√
<b>Personal Qualities</b>		
Ability to communicate effectively with others using highly developed interpersonal skills	√	
Good verbal and written communication skills	√	
Openness to and able to evidence different	√	

ways of working and trying new initiatives		
Proven ability to work collaboratively with colleagues and contribute to effective team working	√	
<b>Educational requirements</b>		
You must be one of the following: <ul style="list-style-type: none"> <li>• Ordained Church of Scotland Minister</li> <li>• Probationer of the Church of Scotland, who is now eligible for ordination.</li> <li>• Ordained Minister of a partner Church in good standing with his/her Church and who had undergone the Church of Scotland admission process.</li> <li>• Eligible for Ordination to the Ministry of Word and Sacrament of the Church of Scotland in terms of Act 11, 2000</li> </ul>	√	

**Associate Minister, Ellon Parish Church  
Terms and Conditions:**

- Salary is based on the current scale £26,380 - £32,419 per annum
- Normal hours of work will be 37.5 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.
- The post is based at Ellon Parish Church.
- There are 6 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 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.
- In view of the nature of the duties PVG membership of the Disclosure Scotland Scheme is required for this post.

**CLOSING DATE 12 noon Friday 30 September 2016**

Further details can be obtained from Rev Alastair Bruce, 01358 723787,  
aBruce@churchofscotland.org.uk