



THE CHURCH OF SCOTLAND

JOB DESCRIPTION

Title of Post:	Part-time Ministerial Assistant Inverkip linked with Skelmorlie and Wemyss Bay Parish Churches, Presbytery of Greenock and Paisley.
Responsible to:	The Minister of the linked charge.
Date:	To be agreed
Main Purpose of post:	To work with the Minister, as a member of the Ministry Team, and the Kirk Sessions to assist in developing and supporting New and Traditional Expressions of Church, which is aimed to bring individuals and the community to an understanding of the hope and gift of life available to them through the good news of the gospel.

CONTEXT OF THE ROLE

Inverkip linked with Skelmorlie and Wemyss Bay Parish Churches has recognised that to serve the spiritual needs of an area that is continuing to grow, an assistant to the parish minister is needed. It is an area the Presbytery plan has also recognised that the spiritual needs are more than can be met by one parish minister.

We are looking for a highly motivated individual who is capable of working on their own initiative and be part of the ministry teams in our parishes at the gateway to Inverclyde and North Ayrshire. You will be part of a congregation which is diverse in age and background and keen to engage with the people in our area.

MAIN DUTIES

Developing Existing & Traditional Expressions of Church

- To assist both Kirks Sessions and the Parish Minister to engage with the community to develop and create an awareness of the Christian Faith.
- To assist in bringing individuals and the community to an understanding of the hope and gift of life available to them through the Good News of the Gospel.
- To get alongside individuals to support them to come to know God and to be transformed by the power of the Holy Spirit.
- To offer training and pastoral support for both communities.
- To assist in developing bridges as appropriate with other churches who have a similar vision.
- To facilitate mission through the development of building a living community of Faith.
- Be part of a team consisting of the Parish Minister and Kirk Session that facilitates the Spiritual needs of the local churches and community.
- In consultation with the Kirk Session, prepare written reports and follow agreed targets.

Worship

- Support for parish minister in traditional expressions of ministry eg Sunday worship
- To assist in the developing of worship services out with traditional expressions of worship

Chaplaincy

- Assisting in chaplaincy to three schools (Inverkip, Wemyss Bay and Skelmorlie Primaries).

Outreach - Identify & meet the needs of local people

- To assist in establishing and developing spiritual based activities, such as Messy Church, which address the needs of local people allowing them to grow and develop in their Christian Faith.
- To assist in recruiting, organising and arranging training for volunteers who have skills in the required activity fields, always having a concern that the atmosphere should be one where people are encouraged to discover and achieve their own potential and recognise their own worth.
- In accordance with both Kirk Sessions, to assist in the organisation and co-ordination of events such as spiritual retreats, Worship Events, Christian education workshops, Bible Studies and any other appropriate activities.

Responsibility / Development

- Be responsible for reporting on the above areas of work.
- Be active in promoting, publicising and exploring possible sources for further funding to develop the above work.
- Be accountable, initially to the Minister, but ultimately to the Kirk Session of Inverkip linked with Skelmorlie and Wemyss Bay, in connection with the above work and attend meetings of the Kirk Sessions.
- As part of your work, be committed to undertake any further training required.

Terms and Conditions - Ministerial Assistant

- Salary is based on the current scale - £12,690 per annum based on 20 hours per week.
- Normal hours of work will be 20 hours per week - 1 Sunday and 2 Pastoral days.
- 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 Inverkip and Skelmorlie & Wemyss Bay Parish Churches.
- There are 17 days 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 monthly.
- PVG membership will be required for this post.
- There will be a 6 month probationary period with an initial 3 year contract.

Informal enquiries can be made to Rita Carmichael, rita.carmichael@btinternet.com