



THE CHURCH OF SCOTLAND

JOB DESCRIPTION

Title of Post:	Part-time Pastoral Assistant at the Parish Churches of Inverkip linked with Skelmorlie and Wemyss Bay.
Responsible to:	The Interim Moderator of the linked charges.
Date:	12th October 2021
Main purpose of Post	To work with the Interim Moderator, as a member of the Ministry Team, and the Kirk Sessions to assist in providing pastoral support to members and the local communities, and in developing and supporting New and Traditional Expressions of Church, aiming 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

The linked Parish Churches of Inverkip and Skelmorlie & Wemyss Bay recognised that to serve the spiritual needs of an area that is continuing to grow, an assistant to the parish minister was needed. The Presbytery plan has also recognised that the spiritual needs are more than can be met by one parish minister. A very successful appointment was made in 2018.

In June 2021 our Minister retired, and in September our Pastoral Assistant began full-time training for the Ministry. We are now seeking a successor.

At the time of writing we are led and guided by an Interim Moderator, a neighbouring minister appointed by Presbytery. (We also hope to obtain the services of a locum minister to lead worship and provide pastoral care until we are able to call a new Minister.) In the following, the words "Parish Minister" refer meanwhile to the Interim Moderator.

Job Outline

Working with both Kirk Sessions you will assist the local churches in developing and supporting new and traditional Expressions of Church, with the aim of 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. We are looking for a highly motivated individual who is able to work on his/her own initiative and as part of the ministry teams in our parishes at the gateway to Inverclyde and North Ayrshire. You will be part of congregations which are diverse in age and background but keen to engage with the people in our area.

Main tasks and responsibilities

Develop Existing and Traditional Expressions of Church:

- Assist both Kirk Sessions and the Parish Minister to engage with the community to develop and create an awareness of the Christian faith.
- 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.
- Get alongside individuals to support them to come to know God and to be transformed by the power of the Holy Spirit.
- Offer training and pastoral support for both communities.
- Assist in the developing of worship services outwith traditional expressions of worship.
- Support the parish minister in traditional expressions of ministry.
- Assist in developing bridges as appropriate with other churches who have a similar vision.
- Facilitate mission through the development of building a living community of faith.
- Be part of a team consisting of the Parish Minister and Kirk Sessions, that facilitates the spiritual needs of the local churches and community.

- In consultation with the Kirk Sessions, prepare written reports and follow agreed targets.

Worship

- Support the Parish Minister in traditional expressions of ministry e.g. Sunday worship
- Assist in the developing of worship services outwith traditional expressions of worship

Identify and meet the needs of local people:

- Assist in establishing and developing spiritual based activities, such as Messy Church, Café Church and Soul Searching, which address the needs of local people allowing them to grow and develop in their Christian faith.
- 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.

Develop Outreach:

- With the support of both Kirk Sessions, 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

Personal Development:

- As part of your work, be committed to undertake any further training required

Other responsibilities and accountability:

- Assist in chaplaincy to three schools (Inverkip, Wemyss Bay and Skelmorlie Primaries).
- Report to the Kirk Sessions 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 Sessions of Inverkip linked with Skelmorlie and Wemyss Bay, in connection with the above work.

Schedule 2

DISCIPLINARY PROCEDURE

The Employee shall be responsible on a day to day basis to the Interim Moderator, who may, if their work or conduct is considered unsatisfactory, arrange an informal meeting with the Employee to explain any shortcomings and suggest ways of correcting them in the future. This is not part of the formal procedure set out below. If the Employee's work performance is considered sufficiently serious, then a formal procedure shall be implemented as set out below.

When the Interim Moderator raises something with the Employee which they feel may lead to the formal procedure being implemented the minister will write to the Employee confirming the nature of the problem, agreed objectives to remedy it and the timescale within which any breaches must be rectified. These informal warnings may be kept as a record for a period of six months and any further breaches may lead to the formal procedure being implemented.

Formal Procedure

1. The formal procedure will be implemented by the Employer if the informal stage fails to result in the desired improvement or in the case of any matter that is considered sufficiently serious. The Employer will arrange to establish the facts of the case to decide whether disciplinary action may be required. In some instances, this will involve the holding of an investigatory meeting with the Employee before proceeding to any disciplinary hearing. In others, the investigatory stage will be the collation of evidence by the Employer for use at any disciplinary hearing. Where this is practicable, such investigation will be carried out by someone other than the person who conducts any subsequent disciplinary hearing. Following such investigation, if it is decided that a disciplinary hearing is appropriate, the Employer will send to the Employee a written statement setting out the nature of the alleged misconduct or poor performance and its possible consequences in good time for them to consider the contents prior to the meeting referred to below.
2. Following the production of the statement referred to in paragraph 1 above, the Employer will, as soon as reasonably practicable, arrange a disciplinary meeting with the Employee and with such other persons as the Employer may consider necessary. The Employee is entitled to be accompanied by a fellow employee or another person of the Employee's choosing who has had no involvement in the matter. If the date or time arranged for the meeting is unsuitable, the Employee may suggest another date or time within 5 working days from the hearing date that has been proposed. The Employee may be entitled to call witnesses at such a meeting but must first give the Employer reasonable notice, and not less than 24 hours' notice, of the witnesses that they intend to call by contacting the Session Clerk of Inverkip Parish Church.
3. The disciplinary meeting shall be conducted by a Committee established by the Employer to consider the complaint. After taking submissions and evidence from the Employee, any

witnesses that the Employee may have called, and from any other appropriate sources, the Committee shall decide what action should be taken and may:-

- (a) Decide that the Employee is not in breach of the contract of employment;
 - (b) Consider that there has been a breach which warrants the issuing of an oral warning that such a breach must not recur;
 - (c) In more serious cases, issue a formal written warning that any repetition of the breach will result in the employment being terminated;
 - (d) Terminate the employment with notice either where there have been previous warnings or the conduct has been sufficiently serious to warrant such dismissal;
 - (e) Terminate the employment without notice where the breach of contract is considered sufficiently serious to warrant summary dismissal.
4. (a) The decision of the Committee will be communicated to the Employee and confirmed in writing, together with notification of the Employee's right to appeal the decision. Any warning will indicate the breach of the contract of employment and what steps the Employee must take to prevent a repetition of such breach. The Employee will also be informed that if their performance remains unsatisfactory after written notice of breach and of the improvements required after the expiry of the period of time within which it is expected that the improvements should be achieved, or if further breaches occur, the Employee will be dismissed. Any such written notice shall state the period for which it shall remain in force.
- (b) If the decision is that the Employee shall be dismissed then the written Notice of Dismissal shall state the misconduct which had led to the dismissal, why the Employee is guilty of that misconduct and shall notify them of their right of appeal.
5. If the Employee is dissatisfied with that decision then they may appeal against it in writing. The Employer may require such submissions to be supplemented orally or in writing as considered appropriate.
6. On receipt of the Employee's notification of the desire to appeal, an Appeal Committee shall be set up by the Employer which shall be entitled to seek such other submissions, orally or in writing, from the Employee or such other persons as the Appeal Committee may think fit, and shall then either confirm a decision or substitute it with such decision as it considers appropriate.

Schedule 3

GRIEVANCE PROCEDURE

If the Employee has any grievance relating to their employment, then this should, in the first place, be raised on an informal basis with the minister or secondly the Session Clerk of Inverkip Parish Church. If the grievance involves either the minister and/or the Session Clerk of Inverkip Parish Church, the matter should be raised with the Assistant Session Clerk.

If the Employee is dissatisfied with the response then they should initiate the formal grievance procedure. To do that the Employee must set out their grievance in writing and send the statement, or a copy of it, to the Interim Moderator, Minister or Session Clerk or Assistant Session Clerk.

Thereafter, the Employer will arrange within 14 days (or as soon as reasonably practicable) a meeting to discuss the grievance. The meeting cannot take place unless the Employers have had a reasonable opportunity to consider its response to the written statement. The Employee must take all reasonable steps to attend the meeting. The Employee is entitled to be accompanied by a fellow employee or another person of the Employee's choosing, who has had no involvement in the matter. If the date or time arranged for the meeting is unsuitable, the Employee may suggest another date or time within 5 working days from the hearing date that has been proposed. The Employee may be entitled to call witnesses at such a meeting but must first give the Employer reasonable notice and not less than 24 hours' notice, of the witnesses that they intend to call by contacting the Session Clerk of Inverkip Parish Church.

After the meeting, the Employers must inform the Employee in writing without unreasonable delay of their decision in response to the grievance and notify them of the right of appeal against the decision if the Employee is not satisfied with it. -

On receipt of the Employee's notification of the desire to appeal, an Appeal Committee shall be set up by the Employers which shall be entitled to seek such other submissions, orally or in writing, from the Employee or such other persons as the Appeal Committee may think fit, and shall then either confirm a decision or substitute it with such decision as it considers appropriate. The Appeal Committee shall be made up of individuals who were not involved in the consideration of the initial grievance. The decision of the Appeal Committee shall be final and not subject to appeal.

Where the Employee has ceased to be employed, but wishes to bring to the Employer's attention a grievance which they had not raised before the date of termination, the parties may agree to the matter being handled in line with foregoing procedure, except that in that case there will be no right of appeal against the Employer's decision.

Where the Employee raises a grievance during a disciplinary process the disciplinary process may be temporarily suspended in order to deal with the grievance. Where the grievance and disciplinary cases are related it may be appropriate to deal with both cases concurrently.