

Appointment of

TEAM MINISTRY

Shetland Isles Parish Church,

Presbytery of North East and Northern Isles

Closing date – 12 noon 22 July 2024

Job Reference Number: M14/24

Responsible to: Interim Moderator – based in Aberdeen



About the Church of Scotland

The Church of Scotland is a national Church providing ministry, care, witness and service across the whole of Scotland and engaging in other parts of the UK and across the world. It has been a significant part of the life of Scotland for more than 450 years. As well as providing worshipping communities of faith that testify to the truth and relevance of the Christian faith, it also plays a significant part in the community life of Scotland in a variety of ways and adds significantly to its social capital.

The Church of Scotland today works in partnership with others, including churches from around the world, ecumenical partners, interfaith networks, charities and individuals. It engages with Government and civic society, believing that the Good News of Jesus is relevant within the spheres of politics and decision-making, as well as in our local communities and congregations.

Ministries Development Staff

Working in the parishes across Scotland, our Ministries Development Staff (MDS) provide additional support locally to complement the work of Parish Ministers. Employed by the Ministries Council of the Church of Scotland, the work that is carried out by our MDS colleagues is invaluable in making a difference to the lives of people in our churches and communities. The Ministries Council employs over 100 staff who are working in roles such as Deacons, Parish Assistants, Children, Youth and Family Workers, Outreach Workers, Pastoral Assistants and Community Development Workers. With support provided centrally from the Faith Action Programme and Human Resources team in the national offices, our MDS colleagues will have access to a full suite of wellbeing and learning opportunities. This sits alongside local collaborative working between line manager, kirk session and presbytery.



About the Parish

Shetland Isles comprises a single Parish church with multiple Worship Centres. The Mission Plan allows for six full-time posts, a combination of three Ministers of Word and Sacrament and three Mission Development Staff. From the end of June 2024, two of the three Minister posts will be vacant and the process will be underway to fill these positions in line with the Presbytery Mission Plan. One of the vacant posts to be filled is the post of Moderator of the Kirk Session.

Given the nature of the Mission to Shetland, heavily influenced by geography, we are looking to appoint a member to the team for a 12-month fixed-term period, to take an active role in worship leading, and service to the parish in terms of pastoral care and other church outreach work.

Context of the role

The purpose of this 12-month post is to provide ministry during the time of vacancy. The Kirk Session, under the direction of the Interim Moderator, and supported by Presbytery, will continue to review the structure of Ministry and Mission across the Isles before proceeding to draw up the profile for the additional vacant post for a Minister of Word and Sacrament.

This process, as with all vacancies, will take time to prepare, advertise and move towards appointment. To give stability to the ministry and mission across the next 12 months, as well as make possible a little breathing space, this post is offered at this time and is seen as a vital ingredient of the process.

For more about us please visit our website: shetlandchurch.org.uk



Role description

Title of Post:

Team Ministry (Minister of Word and Sacrament or Deacon)

Responsible to:

Interim Moderator – located in Aberdeen

Purpose of Post:

To provide the full range of ministry within the parish and to develop our mission to and outreach within our parish boundaries.

Main Duties

- To lead and conduct worship as part of the rota that seeks worship to be offered in different locations across the Isles weekly on Sundays.
- To be part of appropriate pastoral care provision that will include, but not limited to, supporting families going through a bereavement, and the conduct of associated funeral services.
- To be part of the pastoral support arrangements to provide care to church members and those in the parish.
- To play an active part in the work of the Ministry Team as it seeks to cover different areas of outreach and mission across the parish.
- Leading of midweek groups and activities as required.
- To attend the meetings of the Ministry Team in-person and online.
- To meet regularly with the Interim Moderator as line manager and other members of the Team.
- Undertake such other duties as may be required from time to time as agreed with the Interim Moderator.

Additional Duties:

- To communicate to the Presbytery, information, and vision for the work at least half yearly
- To contribute fully to the appraisal process

Person Specification

It is an essential requirement of this role that the post-holder is either:

A Minister of Word and Sacrament within one of categories below

- Ordained Church of Scotland Minister (in category "O" or "E")
- Probationer of the Church of Scotland, who is now eligible for ordination.
- Ordained Minister of a partner Church in good standing with his/her Church and who has undergone the Church of Scotland admissions process and holds a Certificate of Eligibility.

An ordained Deacon of the Church of Scotland or a probationer Deacon eligible for ordination in terms of the General Assembly's Act 8, 2010

The successful candidate will also have:

- Ability to preach, teach and minister to a membership with a broad range of understanding of their Christian faith
- Experience in leading worship in different settings including informal, and interactive
- Ability to carry out effective and empathetic pastoral care including to those in hospital
- Experience of conducting funerals and associated bereavement care
- Well-developed interpersonal skills including good verbal and written communication skills
- Active listening skills
- Flexibility and adaptability with a willingness to try new initiatives
- Proven ability to work collaboratively with colleagues contributing effectively to team working
- Ability to work unsupervised with readiness to use own initiative
- Positive and enthusiastic with ability to enthuse and encourage others
- Committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010.

Applications will be assessed in respect of the above criteria.



Employment Benefits

As a member of staff within the MDS, you will be able to access a number of benefits. All eligible MDS employees will be automatically enrolled into a defined contribution pension arrangement where you will be auto-enrolled at the default rate of 2.5% employee contribution and 14% employer contribution. You will have the option to reduce your contribution or opt out of the scheme.

Current Pension Contributions

Employee Contribution	Employer Contribution
0%	11.5%
0.5% and less than 2.5%	11.5%
2.5% and above	14.0%

You will also have access to our Employee Assistance Programme, Occupational Sick Pay, enhanced family friendly policies, Flexible Working Policy, Hybrid Working Policy, Cycle to Work Scheme, Chaplaincy Service and Death in Service Benefit.

Terms and Conditions

- Salary is based on the Associate Minister scale of £31,642 - £38,884 or Deacon scale of £30,697 - £34,456 per annum. Island allowance of £2,062 will also apply.
- This is a 12-month fixed-term role from date of appointment.
- This is a full-time post and 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, including evening and weekend work.
- Accommodation is available and a contract would be offered on a Caretaker Agreement arrangement.
- The post is based within the Shetland Isles
- There are 6 weeks paid leave (225 hours) in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also 9 statutory holidays.
- Travel expenses by public transport or by use of own car (if appropriate) at rates agreed by the Employer are payable and reviewed annually. Car mileage allowance will be paid by the employer in the first instance and reclaimed by the Congregation on a quarterly basis.
- Membership of Disclosure Scotland PVC Scheme will be required.
- In order to comply with the Asylum and Immigration Act 1996, the successful applicant will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.
- It is essential you have the right to work in the UK before applying to work with us. You will be asked to provide proof of your eligibility to work and remain in the UK if you are invited to attend for an interview.
- An employment medical check will be undertaken as part of our recruitment process.

Informal enquiries can be made to Rev Keith Blackwood, Interim Moderator by telephone 01224 315748, or email kblackwood@churchofscotland.org.uk

Closing Date: Monday, 22 July 2024

Interview Date: These will take place in August, in person in Shetland with travel expenses met.

How to Apply

Applications should be sent by email to **recruitment@churchofscotland.org.uk** and must be received by 12 noon on the closing date.

Applications should comprise:

- A personal statement, outlining how your skills, experiences and personal qualities match the requirements of the role outlined in the job description. Please provide reference contact details for your last two periods of employment (this would normally be your direct line manager/supervisor). If you have had more than two employers in the last three years, please provide referee contact details for that period. References will not be contacted until later in the process.
- A full CV, including educational and professional qualifications alongside a full employment history showing positions held, responsibilities and relevant achievements.
- A personal information form, to be downloaded and attached.
- Applications without a CV, personal statement and personal information form will not be taken forward in the process.

Each document should be a maximum of two sides of A4. For more information on any of our roles, please contact **recruitment@churchofscotland.org.uk**