

Appointment of

PARISH ASSISTANT

Aberdeen South Parish, Presbytery of the North East and Northern Isles

Closing date – 12 noon, Monday 31st March 2025

Job Reference Number: M05/25

Responsible to: Parish Minister for Aberdeen South Parish



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 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 Aberdeen South Parish

Aberdeen South Parish was formed by bringing together the parishes of Torry St Fitticks and South St Nicholas, Kincorth, along with the adjoining suburbs of Cove and Charleston. The new parish has a population of circa 30,000 people.

Church membership of the new parish is around 500 people with Sunday worship taking place in two centres (Torry St Fitticks Church, the main centre of worship, and Kincorth Community Centre). Worship is reasonably traditional but includes both live music, taped music and videos. The congregations are used to hymns and modern worship songs and are open to change. There is a good suite of existing organisations and groups with an active prayer group and Bible Study.

Mission: as a church community we want to continue to follow God's leading to make disciples. Firstly, we believe that it is essential that we do not lose any of our fellowship because of the Union which took place in September 2024. To this end, we have established a worship centre in the Kincorth Community Centre. Secondly, we want to engage, or re-engage, with individuals and groups who, due to circumstances (particularly Covid) may have lost ties with the church. Thirdly, the first two marks of the mission of the Church are the mission of Christ "to proclaim the Good News of the Kingdom" and "to teach, baptise and nurture new believers". It is therefore our intention to reach out into this large parish to develop connections. This is to give the people in this Parish the opportunity to find and maintain faith in Jesus Christ. The population of the Parish lends itself to immense outreach opportunities.

Mission Statement: Aberdeen South Church seeks to inspire the people of the parish with the Good News of Jesus Christ through enthusiastic worshipping, witnessing, nurturing and serving the community.

Context of the role

We are seeking an MDS Parish Assistant to join our ministry team, providing worship and pastoral care alongside the Parish Minister, with an additional focus on pioneering new forms of worship or fresh expressions of Church in Cove, Charleston, Torry and Kincorth. We are looking for someone who will bring enthusiasm and energy to the role.



Role description

Title of Post:

Parish Assistant – Aberdeen South Parish. This post is also suitable for that of Parish Deacon (please see additional information under the Main Duties, Person Specification and Terms and Conditions for candidates wishing to apply for this post as a Deacon).

Responsible to:

Parish Minister for Aberdeen South Parish

Purpose of Post:

To support the Parish Minister and ministry team, providing ministry, worship and pastoral care in the parish; with a particular focus on pioneering new forms of worship or fresh expressions of Church across the communities of the parish.

Main Duties

- Provide a share of the functions of ordained parish ministry including leading worship, preaching, visiting homes and the sick as well as helping with funerals and bereavement support.
- Support us as we pioneer in new forms of worship or fresh expressions of Church across the parish including in Cove, Charleston, Torry and Kincorth.
- Spend time listening to the community and understanding its distinct context.
- Work alongside and assist the worshipping community already established.
- Nurture and equip others, in due course, to explore and develop their own pioneering ministries.
- Train, support and equip leaders, providing opportunities for people to discover and develop their gifts and talents leading to new outreach ministries.
- Take a meaningful part in the Kirk Session and congregation and in the life and activities of the church.
- Communicate to the Kirk Session and congregation, information and vision for the work at least half yearly.
- Contribute fully to the Faith Nurture Forum appraisal process.
- Undertake such other appropriate duties as may be required from time to time by the Parish Minister.
- Keep up to date with the Church of Scotland Safeguarding training.

Main Duties (for those candidates applying for the post as a Parish Deacon)

Ordained/probationer Deacons appointed to a Parish or Presbytery role, are called and equipped to carry out additional duties consistent with their office and supported by their training including, but not limited to:

- Attending Kirk Session meetings within the parish in which they serve.
- Fulfilling tasks associated with the work of the Kirk Session or Presbytery that might be understood to be missional, pastoral, prophetic, community orientated, educational or collaborative and therefore consistent with the training and ethos of the Diaconate (Deacons of Word and Service: A Vision Statement of the Church of Scotland Diaconate 2018)
- Leading worship including where appropriate, conducting weddings and funerals – in consultation with the Parish Minister/Line Manager.
- Attending Presbytery meetings and participating in the work of the Presbytery in which they serve.
- Accepting a commission to the General Assembly when appointed by Presbytery.
- Attending and participating in the work of the Diaconate Council and local Diaconate associations.
- Maintaining links with the wider church in accordance with the ethos of the Diaconate and the mission of the Church of Scotland.

Person Specification

It is an essential requirement of this role that the post-holder is a committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010.

We are looking for a person with a heart for pastoral care, worship leading, and interested in mission and outreach who will bring enthusiasm and energy to the role. The successful candidate will be prayerful and have discernment, and vision for God's work.

As well as a qualification to degree level in theology or pastoral care / counselling or similar, or can demonstrate recent, relevant and significant work experience in these areas, the successful candidate will have:

- The ability to work with and respect the inherited traditions of the Parish whilst working in non-traditional ways that are appropriate to pioneering new Christian communities
- Self-motivated and outward looking and prepared to work in an evolving situation as the new united parish moves forward into mission.
- Flexibility to quickly adapt to changing requirements of the new parish
- Committed to partnership working, maintenance and development of links with other churches and organisations locally.
- Excellent communication skills both written and oral
- Experience in working with and motivating volunteers
- Good administrative and IT Skills
- An awareness of the requirements of safeguarding in the church
- Ability to work flexibly at evenings and weekends as required
- Proven ability to work collaboratively with colleagues and contribute to effective team working
- Ability to work unsupervised with readiness to use own initiative
- Ability to work sensitively with a wide variety of people in different setting
- On-going commitment to continuing professional development including willingness to work towards qualification and accredited training.
- It is also desirable that the successful candidate will have experience and training in leading worship, conducting funerals and providing pastoral cover.

For those candidates applying for the post as Parish Deacon

- 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

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 MDS scale of £29,535 - £33,389 per annum. The successful candidate will start at point 1 of a 5-point scale and move up the scale in annual increments.
- A Deacon bringing the gifts of ordination and a ministry of word and service to the role will be remunerated on the relevant pay scale MDS Deacon salary of £31,464 - £35,317 per annum.
- This is a permanent full-time post and normal working 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.
- The post is based at Aberdeen South Church, Walker Road, Torry, Aberdeen.
- There are five weeks paid leave (187.5 hours) in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also nine statutory holidays. Entitlement increases after five years' service to six weeks (225 hours) annual paid leave
- 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 congregation.
- Membership of Disclosure Scotland PVG Scheme will be required.
- It is essential you have the right to work in the UK before applying to work for 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.
- 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.
- An employment medical check will be undertaken as part of our recruitment process.

**For a confidential discussion regarding the role, please contact Rev Dr Edmond Gatima,
Telephone: 07842 173523 Email: egatima@churchofscotland.org.uk**

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**