

Appointment of

# **PASTORAL CARE COORDINATOR**

Lower Earn Network (Abernethy, Aberdalgie & Forteviot,  
Dunbarney & Forgandenny), Presbytery of Perth

Closing date – 12 noon Friday, 14 February 2025

Job Reference Number: M29/24

Responsible to: Network Minister in the first instance



## 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 Network

The Lower Earn Network is a new church grouping of linked parishes created by the 2023 Mission Plan of the Presbytery of Perth and served by Rev Allan Wilson as minister of the charge who is supported by Rev Dr Ian Morrison, a newly Ordained Local Minister, as a member of the Ministry Team.

We understand our purpose as being to invite, encourage, and enable people of all ages to follow Jesus Christ, and with God's help we prayerfully covenant together as fellow pilgrims in faith to engage with a range of ages and backgrounds to proclaim, nurture, serve, transform, share and sustain.

As such, we are:

- A family of all sorts of people, journeying in community towards wholeness.
- Meeting with God in a personal and life-changing way.
- Maturing in faith and character as God's people.
- Sharing our lives and the Good News of God's love in word and deed.

To the South of the City of Perth lies an area of natural beauty bounded by the River Tay to the West, the Ochil Hills to the South and the A9 to the West. The Lower Earn Network is home to ten thousand residents within five vibrant attractive villages following the flow of the River Earn from Abernethy in the East, running through Bridge of Earn the largest settlement then, onwards to Forgandenny, Forteviot and Dunning in the West.

The smallest hamlet of Aberdalgie sits North of the Earn and its reach spans Dupplin Estate alongside new housing developments and businesses on the Glasgow Road, Perth. These villages are ensconced in a wonderful scenic rural hinterland to be explored.

Primary schools operate in Abernethy, Bridge of Earn, Forgandenny and Dunning with senior pupils across the network heading to Perth for secondary education.

Most residents travel to Perth for NHS Primary Care Services although a new Community Care and Treatment Service was opened in Bridge of Earn in November 2020 when the last GP surgery in the Network was closed.

Each legacy congregation brings a range of ministries to our network, particularly in the area of Pastoral Care. These congregations are as follows:

### **Abernethy**

Please visit their Facebook page

**[www.facebook.com/p/Abernethy-and-Dron-and-Arngask-Church-100068283883411](https://www.facebook.com/p/Abernethy-and-Dron-and-Arngask-Church-100068283883411)**

### **Aberdalgie & Forteviot**

See more information on their website

**[www.aberdalgieandforteviot.co.uk](http://www.aberdalgieandforteviot.co.uk)**

### **Dunbarney & Forgandenny**

See more information on their website

**[www.dfpchurch.org.uk](http://www.dfpchurch.org.uk)**

## Context of the role

Our range of activities show a very committed and able church family, with many offering their time sacrificially, acting as worship leaders, pastoral care volunteers alongside the more traditional elder roles of session clerks, treasurers and buildings officers.

Our current focus is to move away from a traditional parish ministry model towards a Network parish grouping structure where resources are shared and the love and support that we provide to church members and local residents are designed and delivered as a Network team. Within the Presbytery Mission Plan, we have been allocated 1.25 FTE, which represents 1 FTE for a Full-Time Minister of Word and Sacrament and 0.25FTE for a Pastoral Care Coordinator.

We have been working together for many years in a number of ways but with separate systems of pastoral care. There is a lot of good pastoral work already going on through flower ministry, prayer shawls, elder/visitor visits, phone calls, lifts to services and other church events and generally looking out for each other.

Whilst there is much ongoing pastoral care and many volunteers involved, the network would benefit from an expanded Pastoral Care Team to provide good quality, consistent and manageable levels of pastoral care, wherein volunteers and those in ministry posts are not overstretched and all can bring their gifts and passions to a collaborative team effort to care and support a wide range of pastoral needs.

We are developing a Pastoral Care Team under the oversight of the Ministry Team, and to be led by the new Pastoral Care Coordinator role. Looking to the future, pastoral care services will be offered by a team of volunteers, who feel a particular calling to this form of lay ministry. We are looking to the new Pastoral Care Coordinator to work with us to determine pastoral needs across all ages within our communities, prioritise where care and support can be provided and bring fresh ideas to this previously established ministry.

The area currently sees around 35-40 funerals per year, and a potential future combined congregational Communion Roll of 750, many of whom are elderly and a number are in care homes or housebound.

We seek an individual to take on a coordinator role and work alongside us, with a God-given passion for compassionate care for others and a desire to bring God's presence, comfort, strength and hope to anyone in need.

As such, the Pastoral Care Coordinator is expected to be actively involved in the life of the congregations. Whilst there is no requirement for the individual to live in the parish, it is expected that their activities will take place within the geographical bounds of the Lower Earn Network.



# Role description

## **Title of Post:**

Pastoral Care Coordinator

## **Responsible to:**

Network Minister in the first instance

## **Purpose of Post:**

To assist the Ministry Team in managing the range and quality of pastoral care for people in the church and community.

## **Main Duties**

- Work with others in identifying individuals and families who require practical and emotional support, and to offer support, including pastoral care
- Manage the provision of pastoral visits to parishioners and others in their homes, care homes, in hospital or by phone or online
- Work closely with the Minister concerning pastoral issues including bereavement care that may occur within remit
- In regard to Bereavement Care, the role will involve support for the Minister and the family in the organisation of funeral arrangements
- The role will involve working alongside the assigned pastoral care volunteer before, during and after the funeral service
- Provide training to others in the provision of pastoral care
- Attend meetings of, and play an active part in, the Pastoral Care Team and when required, the Kirk Session
- Organise activities and programmes designed to reduce isolation and encourage inclusion
- Identify and utilise opportunities to build and develop meaningful and lasting relationships across the churches and families in the community
- Attend relevant training as required for legislative or developmental purposes to ensure that good working practices and knowledge are maintained
- Report regularly to the Minister in their role as Line Manager
- Attend an annual review with the Minister/Line Manager and up to two Elders who would be invited by the Minister to attend
- Regularly communicate to the Kirk Session and congregation, information and vision for the work
- Undertake such other duties as may be reasonably requested by the Minister.

## **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 a committed Christian with a live Church connection which is a Genuine Occupational Requirement in terms of the Equality Act 2010.

The successful candidate will have:

- Ability to carry out effective, sensitive and empathetic pastoral care across a range of pastoral settings
- Experience in relating to people across all ages
- Ability to engage with people who have no Church connection in times of pastoral need
- Ability to communicate effectively with others using highly developed interpersonal skills
- Ability to work unsupervised with readiness to use own initiative
- Ability to work collaboratively with colleagues and contribute to effective team working
- Holder of full valid driving license or full access to alternative private transport if required
- Proficiency in email communication and Microsoft Office applications
- 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
- Ability to work sensitively with a wide variety of people in different settings
- A compassionate, caring attitude
- Qualified to diploma level or similar or accredited training in counselling or pastoral care or similar, or significant, relevant and recent work experience in this area
- On-going commitment to continuing professional development including willingness to work towards qualification and accredited training

It is also desirable, however not essential that you will have:

- Experience of providing training and support to enable others to provide pastoral care
- Experience of conducting funerals

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. This is the full-time salary scale and actual salary will be pro rata to 0.25 FTE.
- Normal hours of work will be 9.375 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.
- This is a permanent post.
- The post is based Lower Earn Network, Perth and Kinross.
- There are five weeks paid leave (187.5 hours 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 nine statutory holidays. Entitlement increases after five years' service to six weeks (225 hours pro rata) 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.
- 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 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.
- 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.

**Informal enquiries can be made to Rev Allan Wilson at [awilson@churchofscotland.org.uk](mailto:awilson@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**