



## THE CHURCH OF SCOTLAND

### JOB DESCRIPTION

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<b>Title of Post:</b>	Interim Minister – South & East Region
<b>*Presbyteries:</b>	Edinburgh & West Lothian, Lothian & Borders, and Fife
<b>Responsible to/Line managed</b>	Ministries Development Manager
<b>Date:</b>	January 2025

<b>Main Purpose of post:</b>	To work with individual congregations, to help them to negotiate transitions at key points in congregational life, through worship, pastoral care, workshops, and the focused addressing of issues identified by congregations, Presbyteries and Faith Action, in congregations following long ministries, ministerial ill health, conflict, or other challenges.
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#### CONTEXT FOR THE ROLE

Interim Ministry has been part of the Church of Scotland since 1997. The post will join the national Interim and Transition Ministry Team, with primary deployment within the South and East Scotland region. The post holder may be deployed out with this region as an exception and this will be discussed with the post holder if and when this is required.

#### KEY RELATIONSHIPS AND INTERFACES

Presbyteries. Presbytery Planning Committees. Congregations and Kirk Sessions. Interim & Transition Ministers. Ministries Development Manager. Faith Action staff.

#### MAIN DUTIES

##### **Acting as Minister in a Charge**

Leading worship. Moderating the Kirk Session. Appropriate involvement and possible leadership of the Charge finances. Pastoral Care. Spiritual development of the members and courts. Involvement in a Charge. Developing and implementing planning systems and processes that lead to a more mutually supportive approach to resourcing within the Church.

*Outcomes: a healthy congregation; a missionary congregation.*

##### **Helping a congregation to plan for the future in a focused way**

Helping congregations to come to terms with history. Working with the congregation to analyse critical tasks for the future. Assisting the congregation in responding positively to these critical tasks. Embedding these responses in congregational systems. Exploring structures and patterns of leadership at congregational level. Addressing issues of conflict and/or capacity building.

*Outcomes: Clarity in direction for the congregation; relationships which are settled; a sense of fulfilment for the congregation. More effective communication within the congregation.*

## **Developing a congregation's identity as part of the Church of Scotland**

Educating congregations about being part of the Church of Scotland in contemporary Scotland. Reinforcing the role of Presbytery, its structures and committees and the National Church offices. Promoting positive aspects of being part of the Church. Helping people to develop an increased awareness of how the wider church supports the local. Engaging with Presbytery through the Transition Support Group (TSG) process.

*Outcomes: Raised awareness and a clear sense of identity; an affirmation that it is fulfilling and valuable to be part of the Church of Scotland.*

## **To guide a congregation in beginning the Vacancy Procedure**

Along with the Ministries Development Manager and the TSG, identifying the critical point at which the sist on vacancy proceedings could be lifted. Acting as interim moderator in one or more congregations. Offering guidance on the nominating committee process. Engaging with Presbytery on questions of readjustment. Helping congregations to identify what is needed and sought in the next settled ministry.

*Outcomes: a clear Parish profile; a nominations process in place preparing for a new settled ministry.*

## **Leading and inspiring others**

Attending meetings of the Interim and Transition Ministry team. Offering appropriate feedback to Presbytery, congregational members and Interim Ministry colleagues. Sharing and learning through coaching and encouragement. Member of the Transition Support Group in one of the other Interim Ministry placements. Taking part in regular continuing education. Undertaking the Place for Hope Faith in Change and Conflict training course. Providing update reports to the IM and TM Team and the Ministries Development Manager on a quarterly basis.

*Outcomes; a learning team; respect and trust within the team and congregation; an environment where individuals feel supported and challenged.*

## **The Future...**

The role and model of ministry is ever evolving in the Church of Scotland, especially as congregations and Presbyteries plan for and implement adjustments in their Ministry and Mission Planning. Some congregations are retaining the traditional Parish Minister model of ministry whilst some are planning for Team Ministries or Pioneering Ministries. Whilst the role of the Interim Minister traditionally follows an agreed list of criteria, it may be necessary at times to respond to the request of assistance into and/or in preparation of new models of ministry.

Where a Presbytery requests support from the Interim Ministry team but the request does not warrant a full time Interim Minister, the team have developed Interim Ministry Accompaniment (see definition below). This is a Presbytery request and does not require a congregation vote. It is a short-term intervention, culminating in a report being drafted for Presbytery and is carried out by two Interim Ministers working together.

Please note that whilst your primary deployments will be within the noted Presbyteries, based on business needs, you may be deployed beyond these Presbyteries, if and when required, following a conversation with your line manager. This requirement will feature in the contract of employment.

Interim Ministers live in their own homes and commute to each deployment, claiming travel expenses from the congregation. Where possible, it is preferable if Interim Ministers live near central to their primary region, although this is not mandatory.

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## Summary and definition of each form of Interim Ministry & Interim Ministry Accompaniment

### Interim Ministry

Both Interim and Transition ministries have unique characteristics. They both share an emphasis on helping people and agendas to change and move forward, on recognising and celebrating the good things of the past, but finding positive and healthy expression of local church and effective witness to the Gospel within the life of the local community. Here is a summary of the interim ministry, as communicated to the Presbytery, Kirk Session and Congregations:

#### Interim Ministry (IM)

- One short term substantive placement up to two years (usually 12 – 24 months).
- The Interim Minister cannot apply for the charge directly following the period of interim ministry.
- The Interim Minister works with a vacant congregation until it is in a position in which Presbytery will lift the minister from the vacancy, or until Presbytery and Council take the view that progress has been made towards identified aims and objectives.
- An Interim Ministry Presentation is given to the congregation, by the Ministries Development Manager, who are then required to vote on whether to accept interim ministry and assist their right of call for the period of interim ministry.
- The Interim Minister will be supported for the period of the appointment with a Transition Support Group (TSG). This will be made up of a fellow Interim/Transition Minister and a member of Presbytery.
- The Interim Minister is selected and deployed by the Ministries Development Manager.
- The Interim Minister will be line managed by the Ministries Development Manager.

#### Possible criteria for Interim Ministry:

- After a long or short ministry
- A need for development or clarity of direction
- After the death, illness or extended absence of a minister
- Changing parish composition
- After a pastoral tie is severed or dissolved
- After or during conflict

#### Interim Ministry Accompaniment (IMA):

- Short term support and not usually more than 6 months and/or more than 3 or 4 contact meetings with the congregation.
- IMA does not lead church services or undertake any pastoral duties.
- A presentation to the congregation is not required.
- IMA is a 'non-embedded' Interim Ministry, whereby the IM team 'lends' its skills, expertise and experience to the wider church (congregations and Presbyteries).
- Presbytery discusses IMA with the Ministries Development Manager. The Ministries Development Manager will then deploy, usually, two Interim Ministers to work with the Presbytery to develop an insight report of the congregational issue.

#### Possible criteria for IMA:

- **Facilitating** decision-making processes, exploration of options, conflict resolution or 'space' for listening and discernment
- **Enabling** people to be heard
- **Allowing** recognition and acknowledgement of issues which need addressed

- **Supporting** the Interim Moderator and appropriate Presbytery Committee
  - **Assisting** congregation(s) / Presbytery in achieving outcomes
  - **Resourcing** movement towards new ways of working
  - **Exploring** along with the congregation(s) / Presbytery the dynamics that are operating.
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**Person Specification: Regional Interim Minister - South & East region - 2024**

<b>Skills, Abilities and Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Broad theology and acknowledged preaching skill	✓	
Commitment to the life, work and witness of the Church of Scotland	✓	
Experience of planning and leading effective mission and outreach	✓	
Experience of planning and implementing change initiatives in a Parish context	✓	
Experience of initiating and leading congregational development through worship and moderating Kirk Sessions	✓	
A strategic thinker and effective planner	✓	
A high standard of verbal and written communication skills	✓	
Understanding of, and proven ability in, creatively engaging with established community groups.	✓	
Proven experience in establishing and managing multiple projects	✓	
Effective and strong leadership style	✓	
Experience in motivating and encouraging office-bearers and volunteers	✓	
Highly developed interpersonal skills	✓	
Excellent influencing and negotiating skills with sensitivity to achieve mutually satisfactory outcomes	✓	
Ability to effectively oversee budget management and implement cost saving strategies	✓	
<b>Personal Qualities</b>		
A personal commitment to the Christian faith expressed through active membership of a Christian community (this is a Genuine Occupational Requirement in terms of the Equality Act 2010).	✓	
Effective team leader and team member	✓	
Sensitivity and an empathetic nature	✓	
Drive and enthusiasm, a positive attitude and resilience	✓	
Working knowledge of MS packages and generic social media platforms	✓	

<b>Educational requirements</b>		
A minimum of 5 years' recent experience in full time, ordained Parish Minister ministry within the Church of Scotland	✓	
Mediation and problem-solving training and/or skills	✓	
Post-graduate or further study / commitment to study in relevant discipline		✓
Training in conflict resolution and management		✓
Training in managing change and transition		✓

### Terms and Conditions

The salary for this post is £50,018 per annum, rising in line with any increase in the national stipend scale.

Whilst the hours for the post are 37.5 hours per week the postholder will, however, be expected to work such hours as are required for the efficient and conscientious discharge of their duties and responsibilities and these will vary from week to week. The working pattern will include evening and weekend work, with Sunday worship as a core activity.

You shall be entitled to six weeks annual leave per calendar year. You shall be entitled to six days off in lieu of Public Holidays if you work on those days. Seven Sundays' Pulpit Supply are payable, and an additional Sunday when the minister is a Commissioner to the General Assembly.

You shall be entitled to Study Leave under the terms of the Ministers' Study Leave Scheme.

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.

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.

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.

For a confidential discussion regarding the role, please contact Daran Golby, [dgolby@churchofscotland.org.uk](mailto:dgolby@churchofscotland.org.uk), Ministries Development Manager, to arrange a time.

**Closing Date: 12 noon on Wednesday, 5 March 2025**

## How to Apply

Applications should be sent by email to [recruitment@churchofscotland.org.uk](mailto:recruitment@churchofscotland.org.uk) and must be received by 12 noon on Wednesday, 5 March 2025.

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](mailto:recruitment@churchofscotland.org.uk)