



- Title of Post:** Pastoral Support Team Member
- Responsible to:** This is a Presbytery appointment, with overall responsibility to the Presbytery Clerk or delegated other.
- Date:** March 2020 - reviewed annually.
- Main Purpose of post:** To offer pastoral support to Ministers of Word and Sacrament and Deacons within the Presbytery of Glasgow.
- Background:** To provide confidential support to Ministers and Deacons as required. For some this will be a 'now and again' situation, for others at a time of crisis, or personal change, and for some regular support.

#### **MAIN DUTIES**

- To work with the Presbytery Clerk and Pastoral Support Team to respond to the pastoral needs of Ministers of Word and Sacrament, Deacons, and others engaged in ministry within the Presbytery of Glasgow and its congregations. The provision of pastoral support may, at times, be extended to family members of the people concerned.
- To refer on to other appropriate support services, for example through the Ascend Programme. Examples include counselling, pastoral supervision, coaching - allowing you to focus on "pastoring", rather than other professional or peer support.
- To keep a record of how many individuals you are supporting and how regularly you have contact with them. (There will be no reporting to any committee of who you are supporting. This remains confidential and might only be shared with Presbytery Clerk as appropriate to safeguarding.)

#### **Other duties**

- To offer occasional support for other individuals in particular situations if so requested by the Presbytery Clerk.

- To report twice a year to the Ministries Committee.
- To attend Presbytery meetings as required.
- To attend appropriate supervision regularly.

**Person Specification: Pastoral Support Team Member**

	<b>Essential</b>	<b>Desirable</b>
<b>Skills, abilities and knowledge</b>		
Knowledge and understanding of the congregational life of the Church of Scotland.	<b>x</b>	
Knowledge and understanding of the Pastoral Support structure in the Church of Scotland - in particular the Ascend Programme.	<b>x</b>	
Excellent listening skills.	<b>x</b>	
Ability to communicate effectively with others using highly developed interpersonal skills.	<b>x</b>	
Knowledge of the Safeguarding Policy for Church of Scotland.	<b>x</b>	
<b>Personal Qualities</b>		
Committed Christian with a live Church connection which is a genuine occupational requirement in terms of the Equality Act 2010	<b>x</b>	
Proven ability to work collaboratively with colleagues and contribute to effective team working	<b>x</b>	
Ability to work unsupervised with readiness to use own initiative	<b>x</b>	
Excellent planning skills with ability to prioritise work and workload	<b>x</b>	
<b>Educational requirements</b>		
COSCA Certificate in Counselling Skills or equivalent experience in pastoral work.	<b>x</b>	

### **Terms and Conditions: Pastoral Support Team Member**

- A salary of £3,800 per annum (equivalent to the payment for one day per week pastoral work as a locum tenens).
- Normal hours of work will be 8 hours per week. The nature of the work calls for a degree of flexibility, thus hours of work, may vary from day to day.
- There are 5 weeks annual paid leave 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.
- The post is based across the Presbytery of Glasgow, and pastoral work may involve visiting ministers and deacons in their homes or places of work or other, as appropriate.
- Reasonable travel expenses by public transport or by use of own car at rates 25p per mile and reviewed annually.

**Further information can be obtained from the Depute Clerk, Hilary McDougall.**

**All applications to be sent to [HMcDougall@churchofscotland.org.uk](mailto:HMcDougall@churchofscotland.org.uk)**

**Closing date 16<sup>th</sup> March 2020.**

**Interview date 19<sup>th</sup> March 2020**