

LOCUM CLERK of the PRESBYTERY of GLASGOW

JOB DESCRIPTION

Appointment

Locum Clerk of the Presbytery of Glasgow (“**Presbytery**”).

Reporting To

The Convener of the Staffing Committee of the Presbytery.

Line Managing

Congregational Facilitator and Depute Clerk, and the Office Manager, Pastoral Advisers, and such other employees of the Presbytery or others seconded to work for the Presbytery, as may be designated, from time to time, by the Business Committee of the Presbytery (“**Staff Team**”)

Purpose

To facilitate the smooth running of the Presbytery and the Presbytery Office by providing the leadership, guidance and support necessary for the effective operation of the Presbytery including the Staff Team and of the Presbytery Office.

Duties

To:

- Facilitate the effective operation of Presbytery by administering the meetings of Presbytery and by providing the Moderator, the Committees of Presbytery (“**Committees**”) and congregations with the necessary guidance on Church law, policy, procedure, precedent and practice, and pastoral support as appropriate.
- Support the ministry of all those engaged in the various ministries recognised by the Church of Scotland, under the authority of the Presbytery and also of congregations within the Presbytery; by providing or arranging the provision of appropriate pastoral and practical care to all of them in a manner which is consistent with the formal processes of the Presbytery.
- Build relationships of trust with members of Presbytery to ease the facilitation of all discussion, especially where difficult conversations may be necessary in order to constructively challenge and question members of Presbytery.
- Provide an appropriate response to complaints made against members of Presbytery and members of the Staff Team and also to instances of conflict and potential conflict within Presbytery and if possible, to facilitate their early and amicable resolution or, if such is not

possible, to resolve them in a manner which is consistent with the formal processes of the Presbytery and of the Church of Scotland.

· Facilitate the effective running of the Committees by:

- 1) acting as Clerk to the Business Committee;
- 2) attending, as necessary, meetings of Committees and in particular, by regular attendance at meetings of the Superintendence Committee;
- 3) ensuring appropriate record keeping and reporting by Committees;
- 4) anticipating and appropriately highlighting the opportunities and risks for Committees in the business of Presbytery within their particular individual remits;
- 5) providing any necessary guidance on a particular Committee's remit, processes and procedures;
- 6) establishing and maintaining an appropriate pattern of relationships with and amongst the Conveners of Committees, which ensures that the Committees all function to their individual remits and that there is joined-up thinking and co-ordinated action across all of them.

· Ensure that the Presbytery is appropriately represented within the Church of Scotland nationally, on the Councils and Committees of the General Assembly and otherwise, and keep the Presbytery, the Moderator and the relevant Committees informed of the decisions taken and to liaise, as may be required, with these Councils and Committees and with those who are employed to serve them and who serve on them.

· Ensure that appropriate arrangements are made for the Presbytery to perform its spiritual, religious and temporal business in accordance with the law of the Church of Scotland and the civil law of Scotland.

· Provide the necessary leadership and management for the Presbytery Office, in order to ensure that each of its functions is efficiently and effectively delivered.

· Support and advise the Moderator in his/her duties on behalf of Presbytery and to arrange the provision to the Moderator of any reasonable and appropriate resources in order that he/she may be enabled to effectively fulfil them.

· Further the Presbytery's mission by maintaining and developing productive relationships with the appropriate media, civic, inter-faith and ecumenical bodies within Glasgow and beyond in conjunction with the appropriate Committees of Presbytery.

	Essential	Desirable
Skills, Abilities and Knowledge		
Knowledge of Church law: practice, process, and precedent	✓	
Highly developed interpersonal skills which enable effective communication	✓	
Experience in making objective and complex decisions with ability to effectively implement and follow through	✓	
Experience of administering the business of a large and complex members organisation	✓	
Skilled Pastoral Adviser	✓	
Experience as a Clerk to a Church of Scotland presbytery, or recent knowledge of working in a presbytery, or similar	✓	
Experience of change management		✓
Personal Qualities		
Committed Christian with a live Church connection which is a genuine occupational requirement in terms of the Equality Act 2010	✓	
Proven ability to work collaboratively with colleagues and to contribute to effective team working	✓ ✓	
Openness to and ability to evidence different ways of working and trying new initiatives	✓	
A non judgemental attitude and the ability to treat people as individuals	✓	
Good and discerning listener		
Qualifications and Training		
Educated to degree level		✓
Current clean Driving Licence		✓