

**PASTORAL ASSISTANT**  
**Mayfield Salisbury Parish Church**

To provide pastoral support to the congregation and parish of Mayfield  
Salisbury Church

To share in the leading of worship of worship

**This is a part time post of 14 hours per week for pastoral care and an average of 4 hours per week for preparing and leading worship which will include weekend and evening working. The two roles can be combined**

**The salary is £16152 to £20000 pro rata (based on a 37 hours week), depending on qualifications and experience.**

The post holder is required to have a Christian commitment and be able to uphold our Christian Ethos, which is a Genuine Occupational Requirement in terms of the Employment Equality (Religion or Belief) Regulations 2003.

***Mayfield Salisbury Parish Church is the parish church covering part of the Grange and Newington in the City of Edinburgh. We are an active congregation of some 660 members, with weekly activities on offer, along with 3 services of worship each Sunday.***

For more information about this post(s) and a job description please contact:  
Sandra Carter, 667 6052, [sandra.carter@barts.myzen.co.uk](mailto:sandra.carter@barts.myzen.co.uk) in July  
Revd Scott McKenna, 667 1286, [scottmckenna@aol.com](mailto:scottmckenna@aol.com) in August  
or download a copy from our website - [www.mayfieldsalisbury.org](http://www.mayfieldsalisbury.org)

**Closing date for applications: 22 August 2008**  
**Interviews will be held at the end of August**

To apply please send a copy of your CV and a brief outline of why you are interested in this work to:

Mrs Sandra Carter  
Mayfield Salisbury Parish Church  
18 West Mayfield  
Edinburgh EH9 2NG

**MAYFIELD SALISBURY PARISH CHURCH  
PASTORAL ASSISTANT: JOB DESCRIPTION**

**General objectives**

To provide pastoral support to the congregation and parish of Mayfield Salisbury Church,

To share in the leading of worship

**Main responsibilities** (The two roles can be combined)

1. To co-ordinate a programme of visiting members, particularly those who are housebound or with chronic conditions; those in hospital and nursing homes as long-stay patients, those who have been bereaved and those dealing with family or health problems
2. To visit members, along with the Minister
3. To liaise with the Minister, and others involved in visiting - Team Leaders of district elders, the Caring Group, the Co-ordinator of the lay visiting team
4. To feed back to the Ministerial Team
5. To report back to the Session twice a year, to the congregation at the Stated Annual Meeting and in Grapevine
6. To lead worship two evenings a month, in the nursing homes we support and to take some funerals
7. To contribute to morning worship and preach on occasions
8. To provide cover for the Minister in his absence

The post holder is required to have a Christian commitment and be able to uphold our Christian Ethos, which is a Genuine Occupational Requirement in terms of the Employment Equality (Religion or Belief) Regulations 2003.

**Person Specification**

<b>Competence</b>	<b>Essential</b>	<b>Desirable</b>
Experience of pastoral visiting	*	
Knowledge of how to conduct a good visit	*	
Strong verbal communication skills	*	
Good rapport with older people	*	
Understanding of issues, such as dementia, affecting older people		*
Planning and organisational skills	*	
Able to liaise with other visiting teams		*
Able to lead different forms of worship		*
Able to administer the sacraments		*