

# EDINBURGH NORTHWEST KIRK

## VACANCY - PASTORAL ASSISTANT

We are excited to offer the opportunity to join our team at Edinburgh Northwest Kirk as the Pastoral Assistant. The role of Pastoral Assistant is to work alongside the minister and other staff: to support our District Elders and Pastoral Visiting Team, to engage in the pastoral care of our congregation and the local community in the parish, and to contribute to our worship services focused on an older age group. Our church has well established roots but, at the same time, is a young church formed from the union of two churches in the summer of 2023. We look to welcome on board those who bring fresh ideas to support our ministry. A full description of the duties in the role is given [HERE](#).

The post is for 20 hours per week with a competitive salary, initially for 2 years with the potential to continue on a long-term basis. Gross pay will be £19,000 per annum before employer's National Insurance and employer's pension payments.

We will be very pleased to hear from you. For further information please e-mail our minister, Reverend Julia Cato at [jcato@churchofscotland.org.uk](mailto:jcato@churchofscotland.org.uk) or our Session Clerk, Edith Butler at [edith.butler5@outlook.com](mailto:edith.butler5@outlook.com)

To apply, please send a CV and covering letter to the Kirk Office at [office@cramondkirk.org.uk](mailto:office@cramondkirk.org.uk) or post to the Kirk Office, Cramond Kirk Hall, 1 Kirk Cramond, Edinburgh, EH4 6HZ.

Full description of Pastoral Assistant duties :

1. To lead and co-ordinate a pastoral care framework for caring for and visiting members and adherents.
2. Working with the Minister, Visiting Elders and Pastoral Visiting Team to coordinate and support the Pastoral Visitors.
3. To undertake visiting in private homes, care homes and hospitals, particularly with those who have the greatest need.
4. To keep the Minister apprised of the wellbeing of members and adherents.
5. To help the Minister to keep the Kirk Session apprised of pastoral care, with occasional reports to the Kirk Session.
6. To attend worship services on Sunday mornings, to liaise with the congregation in relation to pastoral needs, and to contribute occasionally to Sunday worship.

7. To plan and lead specific services, in conjunction with the Minister, for some or all of the following: short monthly services in a local nursing home; afternoon services for elderly members (3-4 per year); and funerals
8. To attend weekly staff meetings.
9. To provide pastoral cover in the Minister's absence.
10. To carry out such additional duties as may reasonably be requested from time to time.
11. The work requires a full disclosure check for working with protected adults.