

Application for a Local Appointment in a congregation within the bounds of Edinburgh Presbytery. (Please note this form is not required for the appointment of Church organists, musicians, church officers, cleaners etc, but for other additional members of staff such as youth, children and family workers, pastoral assistants, Associate or Assistant Ministers, and parish workers who are not provided for in the Presbytery Plan.)

The purpose of DRC’s engagement with Local Appointments is primarily to ensure affordability and good use of resources.

Congregation of…………………………………………………………………………….

Please agree a main contact person with whom the Deployment of Resources Committee may correspond:

Contact Name………………………………………………………………………………………………………………

Role within the congregation……………………………………………………………………………………….

Contact Email…………………………………………………………………………………………………………………

Contact Phone Number…………………………………………………………………………………………………..

Please provide details of the proposed post.

Job Title…………………………………………………………………………………………………………………………

A brief outline of the job description (or attach full job description)

Is the post permanent or for a fixed term and if so what is the expected duration?

Is the rate of pay set at:-

minimum wage

living wage

Church of Scotland MDS scale

Church of Scotland stipend scale

other

Has provision been made for additional costs such as pension and expenses?

How will the post be funded?

**Fund Total Amount Proportion required**

Congregational Funds

held locally £ £

Legacies £ £

Other Eligible Funds £ £

Fundraising Target £ £

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| --- | --- | --- |
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Totals

**2018 2017 2016**

**M&M Allocation…………... £ £ £**

**Congregational Income**

(excluding legacies and grants)

This form to be completed in line with Presbytery standing orders.

In accordance with the remit of DRC to:

Consider and advise on applications from Kirk Sessions for the appointment of full-time or part-time Associate or Assistant Ministers, or for the appointment of any other form of parish assistance.

And under Regulations and Guidelines:

2. A Kirk Session wishing to appoint an Associate or Assistant, or other forms of parish assistants (full-time or part-time), is required to seek the approval of Presbytery through the Deployment of Resources Committee.

Applications for Ordination as Assistant Minister or for an extra parochial appointment shall be sent in to the Clerk who shall remit them to the Ministries Committee for consideration and report.