



The Church of Scotland

Appointment of

ASSOCIATE MINISTER

Carlingwark Parish Church, Presbytery of South West

Closing date – 12 noon Thursday, 25 September 2025

Job Reference Number: M12/25

Responsible to: Parish Minister



About the Church of Scotland

The Church of Scotland is a national Church providing ministry, care, witness and service across the whole of Scotland and engaging in other parts of the UK and across the world. It has been a significant part of the life of Scotland for more than 450 years. As well as providing worshipping communities of faith that testify to the truth and relevance of the Christian faith, it also plays a significant part in the community life of Scotland in a variety of ways and adds significantly to its social capital.

The Church of Scotland today works in partnership with others, including churches from around the world, ecumenical partners, interfaith networks, charities and individuals. It engages with Government and civic society, believing that the Good News of Jesus is relevant within the spheres of politics and decision-making, as well as in our local communities and congregations.

Ministries Development Staff

Working in the parishes across Scotland, our Ministries Development Staff (MDS) provide additional support locally to complement the work of Parish Ministers. Employed by the Ministries Council of the Church of Scotland, the work that is carried out by our MDS colleagues is invaluable in making a difference to the lives of people in our churches and communities. The Ministries Council employs over 100 staff who are working in roles such as Deacons, Parish Assistants, Children, Youth and Family Workers, Outreach Workers, Pastoral Assistants and Community Development Workers. With support provided centrally from the Faith Action Programme and Human Resources team in the national offices, our MDS colleagues will have access to a full suite of wellbeing and learning opportunities. This sits alongside local collaborative working between line manager, kirk session and presbytery.



About the Parish

Carlingwark Parish Church was formed on 1st January 2025. Three congregations, with four church buildings that will reduce to three, came together. The area covers a large rural part of Dumfries and Galloway, with the town of Castle Douglas and the villages of Dundrennan, Auchencairn, Palnackie, Buittle, Gelston, Mid-Kelton, Rhonehouse, Bridge of Dee, The Buchan, Clarebrand, Old Bridge of Urr, Kirkpatrick Durham, part of Springholm and Corsock.

We are a rural parish consisting of a traditional market town with thriving local businesses, an auction market, cottage hospital, primary school and secondary school; and surrounding villages – four of which have a primary school. The main industries are farming and tourism.

The congregations are passionate in their mission and use inventive ways of encouraging people from the community to cross the door, come in and realise there is a place for them here. For example: Castle Douglas Church has provided a home for the Citizen's Advice Service, Blood Donors (three two-day sessions in the sanctuary), the Young People's Guild (YPG) (our Guild), Craft and Cuppa and a Men's Breakfast along with other activities. We continue to look at ways of developing and using our church buildings in the villages, and currently have regular coffee get togethers that attract people in from the locality.

Currently, each Sunday, we have a 9:30am service in one of the village churches with an 11am service in Castle Douglas. (When an Associate Minister is appointed there will be a service in two of the Village church buildings each week.) There are joint Communion Services on the 5th Sundays (when they occur in a month) and activities such as joint Songs of Praise, Lent Services, Bible Studies.

Preparation for becoming the one congregation began over a year before we united. This meant the transition has happened smoothly.

Each congregation is friendly with coffee/tea and biscuits after each service with the majority staying – if not all. We welcome visitors and people new to the area and were delighted to welcome Ukrainians who moved to this area. We have a sense of humour and a committed faith.

Context of the role

The Associate Minister will support the Minister, the Kirk Session and the congregations who meet in the various church buildings as they come together as one congregation, aiding the minister in pastoral issues which may be separated by distances of 26 miles or more. They will enable people to continue worshipping in the church building in their local community and enable mission and outreach within the different communities.

The input from the Associate Minister will enable us to be visible across the Parish and with that visibility the potential to grow as a church family and serve God to the best of our abilities.

Role description

Title of Post:

Associate Minister

Responsible to:

Parish Minister

Purpose of Post:

To support the Parish Minister, Kirk Session and Congregation providing ministry, worship and pastoral care across the Parish.

Main Duties

- Taking an agreed share in leading public worship which will include sharing in preaching, leading prayers and celebrating the sacraments.
- To lead funeral services as required as part of the wider ministry team and provide follow up pastoral support.
- Conduct weddings as required and other community acts of worship.
- Taking responsibility, along with the minister, for pastoral emergencies as may arise from time to time.
- Taking an active part in ministry within schools – Prayer Spaces, Bible Alive and Assemblies.
- Take an active part in developing our mission to and outreach within the local communities, helping us to build on the relationships we have and to care for those in need.
- Participating in regular meetings of the Ministry Team and other Church groups, including the Kirk Session.
- Undertake such other duties as may be required from time to time by the Parish Minister.

Additional duties:

- To communicate to the Presbytery, information, and vision for the work at least half yearly.
- To contribute fully to the appraisal process.

Person Specification

It is an essential requirement of this role that the post-holder is a committed Christian with a live Church connection, which is a Genuine Occupational Requirement in terms of the Equality Act 2010.

The successful candidate will have:

- The ability to preach, teach and minister to a membership with a broad range of understanding of their Christian faith.
- To be able to engage with people who have little or no Church connection.
- You will also have a commitment to ecumenical work, working alongside other local churches and community groups.
- Ability to carry out effective and empathetic pastoral care in complex situations.
- Experience in leading worship in different congregational settings including informal, and interactive
- Flexibility and adaptability with a willingness to try new initiatives.
- Effective team member and team leader.
- Ability to work unsupervised.
- Experience of working with children, young people and their families.
- Well-developed interpersonal skills.
- Good verbal and written communication skills.
- Knowledge and ability to work in both rural and town setting.
- You must be one of the following:
 - Ordained Church of Scotland Minister (in category "O" or "E").
 - Probationer of the Church of Scotland, who is now eligible for ordination.
 - Ordained Minister of a partner Church in good standing with their Church and who has undergone the Church of Scotland admissions process and holds a Certificate of Eligibility.
- On-going commitment to continuing professional development including willingness to work towards qualification and accredited training.

It is also desirable, however not essential that you have:

- Experience of working as part of a school chaplaincy team.
- Good administrative and IT Skills.

Applications will be assessed in respect of the above criteria.



Employment Benefits

As a member of staff within the MDS, you will be able to access a number of benefits. All eligible MDS employees will be automatically enrolled into a defined contribution pension arrangement where you will be auto-enrolled at the default rate of 2.5% employee contribution and 14% employer contribution. You will have the option to reduce your contribution or opt out of the scheme.

Current Pension Contributions

Employee Contribution	Employer Contribution
0%	11.5%
0.5% and less than 2.5%	11.5%
2.5% and above	14.0%

You will also have access to our Employee Assistance Programme, Occupational Sick Pay, enhanced family friendly policies, Flexible Working Policy, Hybrid Working Policy, Cycle to Work Scheme, Chaplaincy Service and Death in Service Benefit.

Terms and Conditions

- Salary is based on the stipend scale of £32,433 - £39,856 pro rata per annum. This is the full-time salary scale and actual salary will be pro rata to 0.5 FTE.
- Normal hours of work will be 18.75 hours per week.
- The nature of the work calls for a degree of flexibility, thus hours of work, which are as agreed with the line manager, may vary from day to day.
- This is a fixed term role for a period of 3 years.
- The post is based at Castle Douglas Church Office.
- There are five weeks paid leave (187.5 hours pro rata) in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also nine statutory holidays. Entitlement increases after five years' service to six weeks (225 hours pro rata) annual paid leave
- Travel expenses by public transport or by use of own car (if appropriate) at rates agreed by the employer are payable and reviewed annually.
- Membership of Disclosure Scotland PVG Scheme will be required.
- It is essential you have the right to work in the UK before applying to work with us. You will be asked to provide proof of your eligibility to work and remain in the UK if you are invited to attend for an interview.
- In order to comply with the Asylum and Immigration Act 1996, the successful applicant will be asked to provide document(s) confirming their eligibility to work in the United Kingdom.
- An employment medical check will be undertaken as part of our recruitment process.

Informal enquiries can be made to Rev Alison Burnside,

tel: 01556 505983, email: aburnside@churchofscotland.org.uk

How to Apply

Applications should be sent by email to **recruitment@churchofscotland.org.uk** and must be received by 12 noon on the closing date.

Applications should comprise:

- A personal statement, outlining how your skills, experiences and personal qualities match the requirements of the role outlined in the job description. Please provide reference contact details for your last two periods of employment (this would normally be your direct line manager/supervisor). If you have had more than two employers in the last three years, please provide referee contact details for that period. References will not be contacted until later in the process.
- A full CV, including educational and professional qualifications alongside a full employment history showing positions held, responsibilities and relevant achievements.
- A personal information form, to be downloaded and attached.
- Applications without a CV, personal statement and personal information form will not be taken forward in the process.

Each document should be a maximum of two sides of A4. For more information on any of our roles, please contact **recruitment@churchofscotland.org.uk**