



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.)

Congregation of.....

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

Contact Name.....

Role within the congregation.....

Contact
Address.....

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)

A brief outline of the intended outcomes of the post

What is the proposed duration of the post? (Include details on whether it is permanent, fixed term and if so for how long, renewable?)

Who will line-manage the post-holder?

What provision will be made for appraisal and professional development?

How many hours are to be worked per week?

Rate of Pay?

Additional costs including pension and expenses?

How will the post be funded?

Fund	Total Amount		Proportion required
Congregational Funds held locally	£	£	
Legacies	£	£	
Other Eligible Funds	£	£	
Fundraising Target	£	£	
Application to Development Fund (5%)	£	£	

Please give detail of fundraising (eg, Gift Days, events, grants from external sources) and please quantify the fundraising target.

Number of Members in Congregation (and Adherents):

Please specify number _____

	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.