

Greyfriars Kirk, Edinburgh

Job Description – Stand-in Church Beadle

1 Background

Greyfriars Kirk's (GK) roots go back to 1620 and the site was a place of worship well before then. Today GK is a member of The Church of Scotland and it has a small and committed congregation. The roll is about 250 and about 100 attend the main service on Sunday. GK hosts other services on Sundays as well as mid-week prayers on Thursday lunchtime. GK can be hired for special services such as weddings, funerals and memorials. GK is also leased for a variety of non-religious events such as concerts, exhibitions, conferences ceilidhs, receptions and informal social functions. GK welcomes about 55,000 visitors per year during the open season (April-October).

2 Role Purpose

The key responsibility is to offer a supportive service to the Ministry Team to facilitate all practical aspects of services of worship in a respectful and dignified way. The Ministry Team includes the Minister, Associate Minister, Refugio co-ordinator and their representatives. You will be required to attend the Kirk's core Sunday services when on duty: weekly at 1100 and 1230; monthly at 0930 and 1900 Refugio. You will also be on duty at funerals, weddings and other services (including rehearsals) in the kirk and will be paid an additional fee to do so. You will offer a sensitive and supportive service to all who attend.

DUTIES

- Attend core services of worship.
- Ensure that the ministry and duty teams are fully supported.
- Switching on and testing audio and visual aid equipment.
- Switching on lighting and kitchen electrical appliances.
- Perform detailed tasks for services as per separate instructions.
- Prepare services for communion including linen and communion ware.
- Purchase bread for the sacrament for communion series (you will be reimbursed).
- Act as Duty Manager and responsible keyholder.
- Check and prepare all exit routes and toilet facilities.
- Clear the approach to the Kirk of any snow and litter.
- Manage linen supplies and laundry.
- Ensure the safe-keeping and security of communion ware.
- Liaise with elders concerning access to the safe for any collections.

Job Skills and Requirements

- Cordial and professional conduct and excellent interpersonal skills.
- A commitment to confidentiality of personal information of the congregation and staff.
- Ability to organize and administer information.

- Ability to move and organise seating/furniture.
- Ability to handle communion ware with care and sensitivity.
- Ability to follow through instructions.
- Timely attendance with ability to vary schedule when needed.
- Can-do attitude and an open mind.

3 Expected outcomes for the role by which performance can be measured

- A high level of satisfaction by the congregation, visitors, volunteers and users of the Kirk premises.
- Safe and secure environment when acting as a keyholder.
- Efficient use of resources and facilities including heating and lighting.
- Adequate stock of pulpit supplies.
- The above is not exhaustive and may include any other reasonable requests in support of GK operations.

4 Terms and Conditions

Location	Greyfriars Kirk, Edinburgh
Reports to	Minister
Salary	£75 per Sunday; £55 per service Weekdays/Saturdays
Annual Leave	Holiday pay is paid
Hours	As required at core services.

5 Critical Competencies

You will be a key person, supporting the conduct of public worship and providing a respectful, caring and supportive service to all who attend worship, funerals and weddings. You will come into contact with a wide range of people of all ages and you will be able to create and maintain very good relationships and contribute to creating a worshipful environment

Critical Competencies	
Friendly, with good interpersonal skills	Essential
Able to work independently	Essential
Well organised and flexible	Essential
Able to operate audio visual equipment, lighting and heating.	Essential
Physically fit	Desirable
Technical knowledge/education	
Basic Health and Safety knowledge	Essential
First aid	Essential
Experience required for the role	
Working and dealing with members of the public	Essential
Setting-up and preparing for events	Essential
Experience of working with volunteers and office bearers.	Desirable

Aptitude and attitude	
Timely attendance during stated or negotiated hours. Be in sympathy with the broad aims of the Church of Scotland. Ability to work on own initiative to agreed plans. A positive attitude. Flexibility.	Essential Essential Essential Essential Essential