

We are now accepting applications for MDS posts.
Changes to procedure, as follows:

- **The Presbytery Mission Planning Implementation Group (PMPIG) has agreed that all applications for MDS can only be Fixed Term (we suggest 18 months in the first instance) until the Presbytery Mission Plan (PMP) is formally concurred. Once the PMP is formally concurred with, the Presbytery may then request to HR for the post to be made permanent, if required.**
- The Faith Nurture Forum and Presbytery Mission Planning Implementation Group (next meet on **Thursday 26th September 2024**) will approve all applications to recruit to MDS posts, ensuring oversight that they are fully integrated into the new Presbytery Mission Plans. Where approval is not given, feedback will be given.
- Where approval is given, the MDS Recruitment Panel will oversee the quality of job descriptions and ensure all necessary provision is provided in terms of line management, health and safety, professional support and development.

The MDS Recruitment Panel will meet on **17-Sep-24**.

In accordance with Appendix 2 Key Dates, please submit your MDS application(s) **by 10am on Friday 13-Sep-2024** to MDSApproval@churchofscotland.org.uk

We aim to make the application process as clear and supportive as possible and so have some key information below and a range of supporting information attached for your use when making an application.

Please note the following:

- Please ensure that you read and follow the **Guidance Notes** attached and complete the application in full, Appendix 3 - MDS Staffing Request Form
Please note the application form has been updated and for purposes of consistency, the Panel can only accept the most up to date forms
All incomplete applications will be returned to the applicant for the necessary changes to be made. This is to ensure the approval panel have all the required information at the time of meeting. The deadline date for applications remains the same for returned applications **by 10am on Friday 13-Sep-2024** to Late applications cannot be accepted for consideration at the meeting on **Tuesday 17th September**. This is due to the number of applications received for each panel and to ensure consistency and equity of process for all applications.
- Please consult with Human Resources on all Job Descriptions & Person Specifications prior to submission – HR@churchofscotland.org.uk
- The outcome of the submitted MDS application will be notified to you by email on **after Thursday the 26th September 2024** .

Please use the hyperlinks which will take you onto the Ascend website, where you will find the documents that will enable you to go through the application process:

Summary of the application process

<http://ascend.churchofscotland.org.uk/2020/10/mds-staffing-approval-process/>

Documents to be completed and returned

<http://ascend.churchofscotland.org.uk/resources/?resource-category=mds-policies>

| Document Title | Essential Document |
|--|--|
| MDS Staffing Request - Guidance Notes | For Information, please read before making application. |
| The Presbytery Planning Mission Act 2021 | For Information |
| Appendix 1 - MDS Staffing Request Flowchart | For Information |
| Appendix 2 - Key Dates | For Information |
| Appendix 3 - MDS Staffing Request Form Please note the application form has been updated and for purposes of consistency, the Panel can only accept the most up to date Staffing Request Form. | For Completing and returning via Presbytery Clerk |
| Appendix 4 - Job Description & Person Specification Please consult with Human Resources prior to submission | For Completing and returning via Presbytery Clerk |
| Appendix 5 - Pre-Appointment Health & Safety Check Sheet | For Completing and returning via Presbytery Clerk |
| Appendix 6 - MDS Staffing Request Process FAQ | For Information |

All applications should make reference to the nine Principles of Planning as detailed in **The Presbytery Planning Mission [Act](#)**

We value your feedback and are continually looking to improve this process. If you have any comments or queries, please do not hesitate to contact me on mdsapproval@churchofscotland.org.uk