

Dear Colleague

Congratulations on your appointment as Ministries Development Staff (MDS).

My name is Lynne Hood and I am the Administrator for Craig Renton, Deputy Head of Faith Nurture. Craig has responsibility for MDS and you will meet him at your MDS Induction Day.

The purpose of this letter is to provide you with as much essential information as possible to help you settle in quickly. However, please do not hesitate to contact me should you have any other queries or questions.

You can contact me at lhood@churchofscotland.org.uk or 0131 225 5722 ext. 2303.

Induction Programme

Every employee that starts a new role within Faith Nurture (Ministries Council as your employer sits under this forum) enters an Induction period that lasts approximately 3 months.

During this time you will follow an Induction Programme led by your line manager, which has been developed to assist you to settle into your job quickly.

The Programme has been designed to help you become familiar with:

- The people you work with
- Your immediate working environment
- The purpose of your role, what you will be expected to achieve
- Your local congregation and presbytery
- Relevant policies, procedures and essential training

Your induction will be led by your line manager, supported by Faith Nurture and the HR team. This will concentrate on what you need to know to deliver the requirements of your job. You will also be expected to attend some core events and complete essential training.

If you have any questions please speak to your line manager or an HR representative who will be more than happy to assist you.

Induction Event

You will attend a core Induction event at the Church of Scotland Offices, 121 George Street, Edinburgh, EH2 4YN, generally within 3 months of commencing employment. This event forms part of the Induction Programme and helps new staff meet colleagues and understand the role that they play in supporting the Church of Scotland to achieve its vision.

Essential Information

Payroll

Salary payments are made on the second last working day of the month. Please ensure that the Payroll department has your correct bank account details and are notified of any changes.

Pension

The Payroll Department will write to you about the pension arrangements and your eligibility when you have been employed for 3 months.

Ascend

Ascend is the centre for support and development in the Church of Scotland.

You can access it here: <https://ascend.churchofscotland.org.uk/start-here/mds/>

MDS policies and procedures are available via Ascend and you can also sign up for a regular e-newsletter to keep you up to date with events that may be of interest.

Absence

All sickness absence must be reported to your Line Manager on the first day of absence detailing your reason for absence and your likely return date, if known.

Any absence of 7 days or more must be supported with a medical certificate obtained from your GP.

All fit notes must be sent to:

HR Department, 121 George Street, Edinburgh, EH2 4YN.

Employee Assistance Programme

Access to a confidential telephone counselling service is provided by Unum LifeWorks and a pastoral service is provided by Pastoral Support Officer Rev. Rhona Dunphy who can be contacted via email at rdunphy@churchofscotland.org.uk or on 07791 007158.

Unum LifeWorks telephone: 0800 048 2702 (UK)

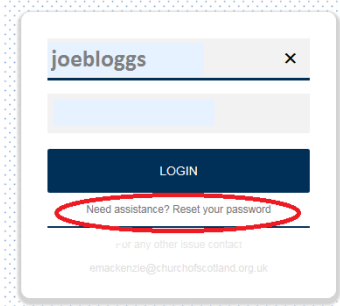
Online: www.unumlifeworks.co.uk (ID: unum and password: lifeworks)

Learning and Development e-learning platform

On your appointment you will be sent out log in details to the e-learning platform. This contains mandatory and core training, as well as access to other online training and in-person training at 121 George Street. Policies and procedures are also found here.

Access to the learning platform can be found using the following link:

<https://churchofscotland.clcmoodle.org/local/roadmaplogin/login.php>



On the L & D platform, user names always take the form of your *firstnamelastname*, all in lower case and without any spaces.

If you have forgotten your password, you need to click on the link as shown and this will generate an email, which will be sent to your Church of Scotland email address.

Should you have any difficulties please contact:

Lynne Hood LHOOD@churchofscotland.org.uk

or

Sally-Anne Dunn SADunn@churchofscotland.org.uk

Health and Safety

H&S Information on the intranet for Ministries Development Staff can be accessed through the link to the e-learning platform as detailed above. There is core information on there with links to the full suite of H&S documents.

- Email: <https://portal.office.com>
- H&S documents etc.: <https://portal.cofscotland.org.uk>

Accidents & Incidents

Within the Health & Safety Policy you will find a section on the procedures to follow if you have an accident or are involved in an incident. The Health & Safety Department, Human Resources and your Line Manager need to know about these occurrences so that the situation can be reviewed.

It is important that you familiarise yourself with all of these documents so you are aware of their content.

Expenses

Please note, all travel claims must be authorised by your Line Manager, before returning these to ministriesfinance@churchofscotland.org.uk

All other expense claims should follow local procedures as outlined in the Expenses Policy.

MDS Hub

The Hub represents the interests of MDS with Faith Nurture management, and Hub members are key contacts for new MDS colleagues.

The Hub is also responsible for:

- Shaping policy through consultation with MDS and Faith Nurture
- Liaising with MDS colleagues and Faith Nurture to identify and support development opportunities
- Inputting into the organisation of gatherings and connect days.

Should you wish to discuss any of the above with a Hub representative please contact:

Eileen Usher EUsher@churchofscotland.org.uk

ID Badge

A photo will be taken on the day of your attendance at the MDS Induction Day, which will be used for a Church of Scotland ID badge and sent out to you at your place of work.

MDS benefits

Meikle and Paton Trust

Staff receive a grant towards the cost of a stay at one of the following hotels:

Crieff Hydro, Murraypark Hotel Crieff, Peebles Hydro, Park Hotel Peebles, Ballachulish Hotel and Isle of Glencoe Hotel.

The grant is currently set at £50 per night, please note that the amount of the grant is reviewed annually and can change at any time.

Kilmaluag Retreat, Isle of Skye

Kilmaluag Retreat, in the north of the Isle of Skye, was converted from a former Mission Hall and is available for use by MDS.

Contact Central Properties Dept on 0131 240 2254 or email cpd@churchofscotland.org.uk to check availability and tariffs.

Please do not hesitate to contact me should you have any queries or questions relating to your appointment and I look forward to meeting you at your induction.

Yours sincerely

Lynne

Lynne Hood
Administrator
Faith Nurture