

MDS Staffing Request Process FAQs

Question	Answer
Can multiple congregations make a joint application for a shared MDS post?	Yes, if agreed by Presbytery and there are clear reporting structures.
Can I submit an application with varying FTEs and corresponding job descriptions to better the chances of the post being approved on the basis of budget?	No, only one job description and FTE will be accepted.
Do I still have to submit an application even if it's just for a short term MDS position?	Yes, all positions regardless of length of contract need to be considered by the panel due to the associated costs.
Are MDS posts in Priority Areas all guaranteed approval?	No, the process applies to all vacancies.
We have an MDS in post working part-time. Do we need to go through the approval process if we/they want to increase their hours?	Yes, any increase in hours has an impact on cost, so any increases to existing FTE would be subject to approval by the panel.
What happens if the MDS resigns but the work they do is ongoing? Does the same approval process apply?	Yes, the process applies to all vacancies.
The current MDS in post is likely to retire in the near future, can we recruit a replacement in anticipation of this?	The panel are unlikely to consider applications where there is not a confirmed resignation that has been accepted by HR.
If the application is rejected, can the decision be appealed?	There is no appeal process.
If my application is unsuccessful due to budget, not criteria, will it automatically be held until the next meeting?	No, the application needs to be re-submitted.
How soon can an application for approval be re-submitted once it has been rejected?	At the next submission round, if only rejected based on budget. All criteria feedback should be actioned before re-submission.
If it is agreed to advertise internally only to MDS employees, does the process still apply?	Yes, the process applies to all vacancies.
How soon must the job be advertised once agreed by MDS Staffing Committee?	Contact must be made with HR within 4 weeks, with the expectation that advertising is progressed within this time.

APPENDIX 6

For how long can I advertise my post per advert?	4 weeks.
If no one applies by the closing date, can I automatically re-advertise and for how long?	Yes, once within 4 weeks of the original closing date.
What if we don't recruit after the first interviews? Can the post be automatically re-advertised?	Yes, once with 4 weeks of the original closing date.
What if the candidate withdraws their application or offer before starting? Can I automatically re-advertise, and for how long?	Yes, once within 4 weeks of the original closing date.
How long is this approval process going to last?	For as long as there is a discrepancy between the number of MDS posts on Presbytery Plans and budgeted for.
Who can help me complete the form?	<p>You can contact HR for assistance with the job description – HR@churchofscotland.org.uk</p> <p>Central Properties Department can help with specific queries relating to the Pre-employment Health & Safety check-sheet CPD@churchofscotland.org.uk</p> <p>General queries to – MDSApproval@churchofscotland.org.uk</p>