



**St Mary Magdalene's Episcopal Church, Dundee**  
**Scottish Episcopal Priest**  
Job Description and Terms & Conditions

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# Job Description

## Overview

The priest will provide spiritual leadership, pastoral care, and missional vision to the congregation of St Mary Magdalene, Dundee. The priest will nurture worship, build community, enable outreach, and support the church in discerning and fulfilling God's calling in its distinct context.

## Key Responsibilities

### Worship & Spiritual Leadership

- Lead regular Eucharistic worship, including:
  - **Sung Choral Eucharist** (St Mary Magdalene's – Sundays, using 1970 and 1982 Scottish Liturgies).
  - Midweek services and major liturgical festivals.
- Ensure vibrant observance of the liturgical calendar, including Holy Week and seasonal celebrations.
- Preach thoughtfully, inspire spiritually, and sustain theological depth.

### Pastoral Care & Community Building

- Be a **pastoral presence**, offering support to individuals and families in and related to the congregation.
- Foster a warm, inclusive, and welcoming church culture, particularly attentive to newcomers and the socially isolated.
- Support and develop lay leadership and ministries (e.g. Lay Worship Leaders, Eucharistic Assistants, servers, choir members, and youth leaders).
- Celebrate baptisms, weddings, and funerals sensitively and accessibly.

### Mission, Outreach & Engagement

- Engage with the local community, particularly in areas of deprivation, and build on existing initiatives such as food bank support and livestreaming.
- Partner with local organisations (e.g., Dundee Women's Aid, libraries, student halls, social services).
- Encourage creative outreach—open days, concerts, community events.

### Administration & Governance

- Lead and support the Vestry to ensure good governance and financial sustainability.
- Support the Vestry in church operations, communications, and property maintenance.
- Maintain and grow relationships with the Diocese and local ecumenical partners.

### Vision & Leadership

- Lead the church in discerning and living into God's vision for their future.
- Support strategic development, for example, the ambition of being a cultural and community hub.
- Encourage innovation, spiritual formation, and growth in faith and numbers.

## Person Specification

### Essential:

- Ordained priest in the Scottish Episcopal Church or a church in communion.
- Membership of Disclosure Scotland PVG Scheme without qualification.
- Right to work in the UK.
- Likely to be degree-qualified (see application form).

### Experience and Skills:

- Strong liturgical and sacramental grounding.
- Proven leadership and ability to work across diverse social backgrounds.
- Experience in urban ministry or community transformation.
- Skills in music, technology, and social media.
- Confidence in working collaboratively in a shared ministry setting.

### Personal Qualities:

- Pastoral warmth, emotional intelligence, and inclusivity.
- Organised, self-aware, and resilient.
- A sense of humour and the ability to connect across generations.
- Visionary but grounded, capable of inspiring others and delegating wisely.

## Typical Terms for stipendiary service in the SEC

If appointed as priest in charge and licensed in accordance with the Canons of the Scottish Episcopal Church and appointed to a stipendiary office in an SEC charge, you can expect as an office holder, that the following stipend and benefits will be made available to you:

### Stipend

Standard Stipend for SEC is £36,381 (for 2026 <https://www.scotland.anglican.org/wp-content/uploads/Stipend-Letter-2026.pdf>). This increases each year by inflation. Employer's NI allowance is paid (where applicable) by the charge. Functionally the charge pays stipend directly to the cleric. For this role this will be done by the diocesan payroll scheme.

### Housing

For this post there is no existing house: a housing allowance can be paid, or a suitable property might be rented or purchased as required. The decision on this will be made in consultation with the successful candidate.

Most incumbent-level posts have a tied house provided as part of the role. There is a 'standard' assumed for such houses: four bedrooms, two public rooms and a study, but in practice the detail of the housing varies from charge to charge. A small number of clergy, including some incumbents, are paid taxable housing allowances and live in their own properties.

### Expenses of office

Non-taxable expenses, (e.g. mileage, subsistence, stationery etc.) as allowed by HMRC, are reimbursed by the vestry. Tax accountants can advise on specific clergy allowances/claims for non-reimbursed expenses. There is no central heating-lighting-cleaning allowance scheme (as in the C of E), but 25% of these 'manse' expenses are usually allowable.

### Pension

A non-contributory scheme for SEC clergy has 22% of stipend paid by the charge. Pension accrues 80ths of stipend for years served, defined benefit (so after 40 years' service a pension worth 50% of stipend would be paid). There is no lump sum unless some of the pension is commuted. The pension scheme has a 'life insurance' element and pays 3 times stipend to nominated dependent on the death of the cleric then pays a reduced pension to spouse/civil partner.

### Retirement & Retirement Housing

'Normal' Retirement Age: 67 is the assumed retirement age, on the basis of the pension scheme valuation and the age at which the UK state pension applies. Incumbents are required to retire at age 70 (with some minor extensions possible with episcopal approval). (Slightly) early retirement may also be possible with pensions approval.

Retirement housing: We have a scheme where eligible stipendiary clergy who have served 10 years or more can be bought a house (or have a shared equity) by the Province (equity value £250k in 2025) for them/their partner to live in to death. This is means tested. There is a modest below-market value rent. £250k doesn't buy much in Edinburgh/West end of Glasgow but is OK in most parts of Scotland. The average house price in Scotland in October 2025 was £192k