

JOB DESCRIPTION

Title: - Ministry Coordinator

In connection with: First Portadown Presbyterian Church

Responsible to: Minister and Session

Main Purpose: Develop evangelism, discipleship and leadership skills of emerging adults [EA] (primarily persons 18-35 years of age) within the Congregation, its families and the wider community.

Principal Accountabilities

1. Serve on the Pastoral Team and support the vision of the Kirk Session.
2. Coordinate and develop all aspects of the EA ministry of the congregation.
3. Work alongside existing EA membership encouraging and supporting them.
4. Deliver biblically based and theologically informed teaching, mentoring, pastoral care and advice to EA.
5. Develop both existing and potential leaders and leadership teams in EA ministry.
6. Take the lead as appropriate in the evangelism, discipling, leadership development and pastoral care of all EA within the congregation.
7. Assist parents and congregation to develop the knowledge and skills necessary to evangelise and disciple EA.
8. Develop contacts with the missing generation of EA who are no longer involved in the life of the congregation.
9. Develop outreach to the EA in the local area.
10. Develop, in conjunction with the Minister and Kirk Session a strategy for EA ministry.
11. Fulfil any other responsibilities deemed appropriate by the Minister or Kirk Session.

Personal Qualities and Experience

1. A committed Christian, with a close walk with the Lord, and able to subscribe to the Presbyterian Church in Irelands doctrines.
2. A pastoral heart, with the gift of encouraging individuals, particularly emerging adults to grow in their faith and serve the Lord Jesus.
3. A person who can relate well to everyone in various life situations.
4. A person of discretion who will manage their time and program their work in an effective manner and be a role model of Christian service in the congregation.

Conditions and Entitlements

This post will be offered to the successful applicant on an initial two-year full-time basis (with the possibility of an extension), subject to the satisfactory completion of a six-month probationary period.

Review

The work of the Ministry Coordinator will be subject to annual review by the Human Resources Sub-Committee of Kirk Session. The results of all reviews will be reported to the Kirk Session.

Hours of Work: The post will be 37.5 hours per week and there will be flexibility as to days and times of work.

Remuneration: PCI Band B £24,307

Expenses: including travel, incurred in discharge of duties will be paid.

Essential

A minimum qualification of A level or equivalent (i.e., N.V.Q. level 3) will be required.

Desirable

A University degree or equivalent in any discipline.

A proven ability to communicate God's Word in a variety of settings.

Relevant Experience.

Advertisement

First Portadown Presbyterian

invites applications for the post of

Ministry Coordinator

To work as a member of the Ministry Team concentrating particularly (but not exclusively) on Evangelism, Discipleship and Leadership of those in the 18–35-year age group.

We are seeking a person who is: -

A committed Christian, with a close walk with the Lord, and able to subscribe to the Presbyterian Church in Irelands doctrines.

Has a pastoral heart, with the gift of encouraging individuals, to grow in their faith and serve the Lord Jesus.

A person who can relate well to everyone in various life situations.

A person of discretion who will manage their time and program their work in an effective manner and be a role model of Christian service in the congregation.

This is Fixed Term 2 Year Full Time Post

Salary scale PCI Band B £24,307

Information Pack and Application Form are available from
Church Office, First Portadown Presbyterian, Watson Street, Portadown, BT63 5AQ

Email: - mail@firstportadown.org

APPLICATION CLOSING DATE: - 12 Noon Wednesday 30th November 2022