

# LOWE MEMORIAL PRESBYTERIAN CHURCH, FINAGHY

## JOB DESCRIPTION – EVANGELISM ASSOCIATE

<b>Title:</b>	Evangelism Associate
<b>Reporting to:</b>	The Minister (Rev James Burnett)
<b>Responsible to:</b>	Kirk Session
<b>Summary of the job:</b>	Working as an evangelist in the Finaghy area pointing people to Christ and encouraging them to avail of discipleship and fellowship opportunities within Lowe.

### TENURE

Full-time post based on a two-year contract, comprising a six month probationary period followed by an eighteen month contract. At the end of this, the situation will be reviewed, and a further two-year contract may be offered.

### TIME COMMITMENT

35 hours per week worked flexibly as agreed with the Minister; the nature of the work includes irregular hours. Over and above these working hours regular attendance is also expected at Sunday services.

### SALARY

In accordance with the APP Band B salary scale of the Presbyterian Church in Ireland Band B. Starting at between £21,752 and £23,758 (depending on experience) per annum; one-twelfth of annual salary will be paid monthly, in arrears.

The annual salary will depend on the relevant qualifications and experience of the appointee and will include a 6% employers' pension contribution that must be topped up by the employee by at least the contribution level set by the Pension's Regulator (currently 5%).

### LOCATION

Based in Lowe Memorial Presbyterian Church, Finaghy which is located at 191 -193 Upper Lisburn Road, Belfast, BT10 0LL and working in the parish area.

### INTRODUCTION

Lowe Memorial's vision is 'to trust God and do what must be done in order to reach the whole community for Christ.' We are excited by the development of new and relevant ministries, evidence of growth in our membership and a greater desire to reach into every area of our locality as we embark on a new and exciting chapter of our journey under God. Whilst we already have the opportunity for

members to build relationships with those who come into our church premises we recognise that an outward looking mindset must take us beyond the comfort of our premises and 'beyond the church hedge.'

This appointment aims to enhance the resources of our Ministry Team with the objective of nurturing the spiritual vision of our church. Our ministries encompass worship, prayer, discipleship, pastoral care, mission and evangelism. The person we would like to appoint would be someone who has a real passion for personal 'one to one' evangelism and also is willing to contribute to and foster the development of such a ministry by members of the congregation.

Whilst the successful candidate will focus on the specific area of evangelism, there will be overlap with other ministries, and effective communication, integration and co-ordination will be necessary. Lowe Memorial is a CAP Debt Centre for South and West Belfast. Other current initiatives include Job Clubs, Fresh Start Groups (drug and alcohol abuse), Alpha and Christianity Explored alongside a range of church organisations serving a wide range of ages and interests. We have excellent facilities which we hope create a welcoming and relaxed environment in which relationships can be built.

Our community is a mixed population in political, ethnic and religious terms. Our vision is to create an environment where people from all backgrounds can find a spiritual home at Lowe. We work closely with other churches in the locality through a range of prayer and outreach ministries.

## **VALUES STATEMENT**

The post holder is required to be sympathetic to the ethos of the Presbyterian Church in Ireland.

## **ACCOUNTABILITY**

The post holder will be directly responsible to the Kirk Session with the Minister, as line manager directing the post holder. Day to day duties will be managed by the Church Administrator through regular meetings as required or requested including appraisal. A Human Resources sub-committee acts on behalf of Kirk Session to oversee good practice in employment, including appraisal and to ensure provision of pastoral and welfare support as appropriate.

In all matters actions must be taken in sympathy with the beliefs and practice of the Presbyterian Church in Ireland.

## **KEY RELATIONSHIPS**

- The post holder will be a member of the Ministry Team, and will relate closely to the Minister, the Church Administrator and other members of the full time Ministry Team and the Kirk Session.
- Close working relationships will be necessary with volunteers involved in leadership in the congregation.

- The post holder will build relationships with church members encouraging and supporting their involvement in evangelistic outreach
- The post holder will foster relationships with the CAP Debt Centre Manager, The Hub volunteer coordinator and leaders of programmes such as Alpha and Christianity Explored, supporting and encouraging them in the leadership of their chosen area of service
- The post holder will liaise with the Coordinator of Prayer Ministry to ensure informed prayer support

## **MAIN DUTIES**

- The primary role of the post holder will be as an evangelist, connecting meaningfully with members of our community through a range of initiatives, building one to one relationships, pointing them to know Christ and then encouraging them, where and when appropriate, to avail of discipleship and fellowship opportunities within Lowe.
- Being an advocate for evangelism within the life of the congregation by personal example and by providing encouragement, mentoring and training as appropriate for individual members, volunteers and organisation leaders.
- To develop and submit for Kirk Session approval an annual action plan outlining the proposed range of initiatives to be undertaken or overseen by the post holder, with a report on progress to be reviewed by Session every 6 months.
- To provide input, at an appropriate level as approved in the annual Action Plan, to a range of other church outreach initiatives such as CAP, Alpha ,Christianity Explored and Crossroads
- To encourage and support volunteers engaged in friendship evangelism in The Hub with the post holder present on an alternating one evening a week

## **OTHER DUTIES**

- Where appropriate or necessary participate from time to time in church services at the request of the Minister.
- To foster an infrastructure of ongoing prayer support both for the post holder's activities and for members engaged in evangelism
- Other duties as requested by the Minister

## **OTHER RELEVANT INFORMATION**

- **Sunday Services** – Services are held at 9.45am (Traditional worship service) and 11.00am (Family orientated and more contemporary praise format). The Evening Service at 7.00pm is focused on Discipleship. During the summer months the morning services are combined and usually commence at 10.30am.

- **‘The Hub’** lounge and coffee bar offers a welcoming and relaxed environment for meeting both our members and non-members participating in activities on our premises or dropping young people off at youth organizations. It is currently staffed on several week day evenings with the intention of expanding this to other times of the day as opportunities arise for outreach.
- **The Guide** - this booklet, giving information on our services, organisations, events and activities, is distributed twice a year door to door throughout our parish
- **Social media presence** - [www.Lowe.church](http://www.Lowe.church) and Facebook
- **Personal development** – opportunities to gain additional skills or to participate in appropriate support networks will be encouraged by agreement.
- **Grievance procedure** - the Human Resource Sub-Committee of Session will handle any matter relating to a concern or grievance confidentially.
- **Pre-Employment Checks** – the successful candidate will not take up post until he/she has successfully completed the appropriate vetting process in line with current legislation and practice, as administered on the church’s behalf by the Taking Care Office of the Presbyterian Church in Ireland.

## INFORMATION FOR APPLICANTS

Applicants must clearly demonstrate in the application form evidence of qualifications and experience as set out in the job description criteria. Only information contained in the application form will be considered at the short-listing stage.

The essential criteria of the Job Description will be the basis for short-listing, if there are a large number of applicants these may be strengthened by the use of the desirable criteria.

It is recognised that potential applicants may come with a variety of experience and training.

In all matters, actions taken by the post holder are required to be in sympathy with the beliefs and practices of the Kirk Session and of the Presbyterian Church in Ireland.

### **Annual Leave.**

Holiday entitlement will be 30 days per year including public and statutory holidays in a complete holiday year (January to December), taken after agreement with the Minister. Where the employee is involved in assisting in services which fall on statutory holidays, such as Christmas Day, time off will be given in lieu of such work by agreement with the Minister. For the avoidance of doubt, Sunday service work such as on Easter Sunday does not attract time off in lieu as this is not a

public holiday.

The leave year operates from 1st January to the 31st December. Part time employees will receive a pro rata entitlement to annual leave based on the number of hours worked.

## JOB CRITERIA

The criteria for assessing applications for the post are as follows:

	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
1.	<b>Beliefs</b>	<ul style="list-style-type: none"> <li>• Willing to work within the Christian ethos of the Presbyterian Church in Ireland and the particular ethos of Finaghy Lowe Memorial Presbyterian Church as described in our Values Statement</li> <li>• Someone who has a passion for 'one to one' evangelism and sees this as a God given gift and genuine calling in life</li> </ul>	
2.	<b>Experience and qualifications</b>	<ul style="list-style-type: none"> <li>• Evidence of actively exercising the God given gift of evangelism in day to day life.</li> <li>• Evidence of involvement in evangelism within a Christian organisation or congregational setting</li> <li>• Evidence of taking successful innovative approaches to evangelism and outreach</li> <li>• Evidence of competence and a winsome approach to evangelism</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of relevant University or Bible College qualification.</li> <li>• Evidence of training in outreach and evangelism.</li> <li>• Experience of working in a cross-cultural environment.</li> </ul>
3.	<b>Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>• Good verbal, listening and communication skills</li> <li>• Good inter personal skills, enabling building of one to one relationships</li> <li>• Ability to communicate the essentials of the Christian faith to non-believers from a wide range of backgrounds</li> </ul>	

		<ul style="list-style-type: none"> <li>• Ability to work well in a team environment</li> </ul> <p>Ability to provide encouragement, mentoring and training in evangelism to volunteers</p>	
4.	<b>General / Special Circumstances</b>	Be available for irregular working hours (including evenings and weekends as required)	