St. Mary’s Church, Ballybeen
Craigleith Drive,

Dundonald, BT16 2RY

028 9048 5222

sayhello@stmarysballybeen.com

www.stmarysballybeen.com
Charity Registration Number: NIC102199

**Rector Ven. Jim Cheshire**

**Church Coordinator (Part time/permanent)**

St. Mary’s Ballybeen is a vibrant church in the heart of Ballybeen estate with a mission to demonstrate and share the transforming power of the gospel of Jesus in the lives of individuals and the community. This post has arisen with the retirement of our parish administrator and the Rector taking on additional responsibility outside the parish in the Diocese of Down & Dromore.

The post holder, under the leadership of the Rector, will be responsible for the general coordination of the parish and assist the Rector to discharge his responsibilities. An essential requirement of the role is to represent the Rector and the church to everyone with whom he or she comes in contact. The post holder will be expected to work as an active member of the church staff team who, collectively and individually, lead the church’s life and witness.

It is therefore essential that the person fulfilling the role is a practising Christian and adheres to the Christian Ethos, Vision and Values of St Mary’s, agree to our Basis of Faith and be passionate about promoting our mission when dealing with colleagues, parishioners, and the general public. (See Appendix)

|  |  |
| --- | --- |
| Application | An application form is available from our website. Please forward completed applications via email to jim@stmarysballybeen.com.  |
| Closing date:  | 12 noon, Monday 5 February, 2024. |
| Interviews: | Shortlisted candidates will be called for interview as soon as possible after the closing date. Unsuccessful candidates will be notified. |
| Hours of Work: | 16 hours per week (weekly pattern to be agreed) at St. Mary’s Parish Church Office. Annual Leave: 6 weeks holiday, including 1 week after Christmas, 1 week after Easter and 3 weeks in July & August (all to be agreed with Rector). |
| Salary: | Annual Salary £10,365 – £10,717 pro-rata (based on £24,294 - £25,119 for a 37½ hour week), paid monthly in arrears. The Church operates a workplace pension (currently NEST). |

**Employer: St. Mary’s Select Vestry**

**Line Manager The Rector**

**The main duties and responsibilities include:**

* work as an active member of the church staff team who, collectively and individually, lead the church’s life, mission and witness, and who promote the vision and ethos of the church in their respective roles
* be the first point of contact for all enquiries; communicating and responding via phone, email, or in person, providing information and ensuring that information is passed on as required, representing at all times the Christian mission and witness of the church
* actively participate in staff prayer and other meetings, and provide pastoral care and support (including praying with those in need) as required
* arrange appointments for the rector as required
* liaise with clergy, other staff, parish organisations and volunteers to ensure church services and programmes run effectively and efficiently
* maintain, input and update parish and diocesan records (eg using Churchsuite, Church of Ireland Portal) and create and oversee various rotas on ChurchSuite, making reminders to participants where necessary
* handle arrangements for Parish events as required – bookings, resources, etc.
* collate and present updates and notices including publicity and various materials for activities and services, including creating and updating announcement slides, social media, parish website, and ProPresenter
* provide administrative support to a high standard to ensure efficient operation of parish activities and undertake general office duties
* maintain a supply of consumable products used in the office and throughout the church (examples include; stationery, coffee, tea, cleaning supplies, First Aid kit) and coordinate with organisations to note when supplies are low
* assist the Parish Panel with Safeguarding Trust / Access NI documentation processing, record keeping, and filing
* manage venue and minibus booking diaries and liaise with organisations wishing to use the hall according to the Select Vestry’s guidelines, making necessary arrangements for events
* maintain a petty cash system
* act as link person for parish teams as well as outside companies and contractors
* share in the process of applying for grants, writing reports, and monitoring projects
* any other duties appropriate to the post and deemed necessary by the rector.

**Essential Criteria:**

*Experience*

* At least 3 years’ experience working in a position (paid or voluntary) which required a high level of administrative skills.

*Skills*

* Proven ability to promote and support effective team working
* Proven ability to use own initiative and be a self-starter
* Proven ability to multitask and prioritise a varying workload.
* Excellent interpersonal and communication skills, both written and verbal.
* Competency in working with information communication technology including internet, email, social media and Microsoft Office
* A commitment to ongoing professional development

*Personal*

* Be a committed Christian who is fully supportive of the Christian Ethos, Vision and Values of St. Mary’s, agree to our Basis of Faith and be passionate about promoting our mission
* Integrity and proven ability to maintain discretion and confidentiality
* Comply with enhanced ACCESS NI check. (The post holder will be: in contact with vulnerable adults through their work; actively assisting the Safeguarding panel in discharging its duties; and working in an environment where children and young people are at times present.)

**Desirable criteria:**

* Desire to be an active member of the church with regular attendance at public worship, prayer and other meetings, enabling the postholder to be an active point of contact for church members
* Experience in the use of church presentation (e.g. ProPresenter) and customer relationship management software (e.g. ChurchSuite)
* Experience in the process of applying for grant funding, writing reports, monitoring projects, and supporting staff in fulfilling their roles
* Experience of working for a charity and knowledge of charity compliance
* Current First Aid and/or Fire Awareness Qualification.

**APPENDIX: INFORMATION FOR PROSPECTIVE EMPLOYEES**

**BACKGROUND**

St. Mary’s is part of the Church of Ireland [Diocese of Down and Dromore](https://downanddromore.org), a group of over 70 parishes led by Bishop David McClay. We started life in the mid-1960s as a church plant from St Elizabeth’s, Dundonald, whose vision was to see a thriving Church of Ireland congregation serving the needs of this new and growing community.

*Regular People, Remarkable Community.*

That vision is now our reality. Our church family is made up of a diverse group of people whose lives have been transformed by Jesus. Many of us live in Ballybeen, but others live in the wider Dundonald area and even further afield. However, the thing we all share is a passionate desire to see lives transformed by the Gospel of Jesus Christ through the power of the Holy Spirit and the love of God, as the Kingdom of God grows both in and through our church.

**ETHOS**

St. Mary’s Parish Church holds to the supreme authority of Scripture in all matters of doctrine and life. This means we look to the Bible not only to find out what God has to say about salvation and what Christians believe, but also to inform the way we live. Our life together and our motivation for reaching out into our community and our world are modelled on God’s great love for all people as revealed in His Word, through Christ. In our worship and ministries, we are committed to growth in faith and godliness and to prayer as the source of God’s strength and power. We sit within the evangelical stream of New Wine Ireland. We hold to the historic teachings of the Anglican church as expressed in the Church of Ireland’s Preamble to its Constitution and the thirty-nine Articles of Religion.

**VISION**

*In the community, for the community.*

We want to see lives transformed by the Gospel of Jesus Christ through the power of the Holy Spirit and the love of God, so that more and more we will see God’s Kingdom growing in us, through our church, and overflowing into our community and our world.

**VALUES**

Our values are firmly rooted in what we see happening in the early Church (Acts 2:42-2:47).

*Worship* It’s about giving your all, in surrender and obedience to God, in response to the love he has shown us in Christ. This will affect not just our attendance at worship services on Sundays and at meetings through the week, but also our generosity in giving of our time, talents and treasures to see God’s kingdom come.

*Belong* It’s about real community. This means committing yourself to growing in a sense of love, support and responsibility for one another. In Christ’s family, we love one another, forgive one another, bear with one another, care for one another, etc. We also welcome others to join in and experience the love and life and joy we have experienced in Christ.

*Grow* It’s about knowing Christ and growing in faith and love for him. It’s about Christian maturity. We want to create an environment that helps us to grow as Christ’s followers, so that we can increasingly become like him in character, word and action. Growth requires partnering with the Holy Spirit and putting in effort on our parts – to study the Bible and engage in spiritual disciplines like prayer and fasting, submission and solitude. As followers of Christ, we expect to grow in obedience to the teaching of Scripture, in submission to godly leaders, in how we love and serve and speak well of others and how we handle matters of difference.

*Serve*It’s about ministry. We value being equipped to serve one another in the church with the gifts given to us by the Holy Spirit. We believe greatness in God’s kingdom comes not from climbing up the ladder of status and power but in humbling ourselves and becoming more like Christ, who left the glory of heaven to become the greatest servant for our salvation. We believe that each believer has at least one spiritual gift and is called to share their gift with the body of Christ. As we each play our part in the ministry of the church, the Kingdom of God is extended, people are blessed and together we experience the joy and fulfilment in being loved by God.

*Transform*It’s about mission.We want to be disciples making disciples. As those who have been transformed by the power of the Holy Spirit, we seek to reach out to people in need with the love and strength that God supplies, that they too might come to know the transforming power of the Good News of Jesus Christ in their lives. Having joined Christ on His mission to see God’s peace and justice restored in our world, we want to serve those in need with compassion and grace, sharing Christ’s love in word and deed. We have a heart for the broken, believing that Christ came to bring healing and wholeness to every part of our lives. And so we work to the glory of God, to see his Kingdom come, his will being done, here on earth as it is in heaven.

**Basis of Faith**

Our basis of faith is founded in God’s Word, declared in the historic creeds of the Church, and summarised well by the Evangelical Alliance: https://www.eauk.org/about-us/how-we-work/basis-of-faith