



**LIFE AND MISSION AGENCY
Canadian Ministries**

Position Title: Program Coordinator - New Worshipping Communities

Position Type: Fixed Term Agreement (12 months), Part-time (2.5 days / week)

Job Summary:

Reporting to the Associate Secretary of Canadian Ministries, the Program Coordinator - New Worshipping Communities is responsible for coordinating, promoting, and ensuring the overall effectiveness of a national church-planting support initiative. The incumbent is a team player and effective communicator who is personable and respectful with a variety of stakeholders including staff, supporters, partners, and senior management.

*The Presbyterian Church in Canada has partnered with Cyclical Inc, a church planting organization, to launch a church-planting initiative. Using the 'Cyclical method', this initiative gathers and supports individuals who are discerning a call to start new worshipping communities as well as those in the early stages of gathering new communities as they take steps towards developing sustainable ministries.

Work Functions and Area	Tasks and Responsibilities
Program Coordination	<p>Coordinate a training program to equip leaders of new worshipping communities in the areas of incarnational discipleship, leadership, sustainability, and communication.</p> <p>Develop and coordinate a suite of skill building courses in the areas of financial sustainability, developing a ministry plan and other topics related to the sustainability of new ministries.</p> <p>Coordinate a coaching program to provide one-on-one support for participants.</p> <p>Support participants and coaches as needed.</p> <p>Coordinate strategies to encourage and support presbyteries and churches as they take steps towards beginning new worshipping communities.</p> <p>Prepare reports on the program for the Life and Mission Agency and General Assembly. This will involve information gathering, drafting, editing, and formatting.</p> <p>Participate in the organization of educational presentations and workshops with presbyteries and congregations, coordinate and contribute to national program events.</p> <p>Maintain weekly communication with Associate Secretary for Canadian Ministries and quarterly communication with Cyclical Inc. Executive Director.</p> <p>Maintain contact with network of leaders across the country.</p>

	<p>Develop strategic partnerships to advance the work of the network in partnership with the Associate Secretary and other stakeholders as necessary.</p> <p>Serve as an assessor at Discerning Innovative Leadership events as needed.</p> <p>Maintain a strong working relationship with all departments, partners, and stakeholders as necessary.</p> <p>Review, update and maintain partner and program files, both electronic and hard copy.</p>
<p>Representation/ Communication</p>	<p>Foster a strong public relations persona for the program.</p> <p>Develop communication plan to encourage presbyteries to start new worshipping communities.</p> <p>Develop sequenced protocols for communication and relationship building with presbyteries.</p> <p>Develop resources and materials that articulate a theological understanding in the Reformed Tradition of starting new worshipping communities.</p> <p>Assist in the creation of material regarding the program to be used in reports, newsletters, articles, mission moments, blogs, web and Facebook posts and stories for different Presbyterian and ecumenical media.</p> <p>Monitor the program webpage and social media to ensure information is up to date and relevant and suggest new content to Communications department for update.</p> <p>Respond promptly to requests for information and resources regarding the program.</p>
<p>Administration</p>	<p>Coordinate all administrative aspects of the program and maintain a schedule and summary of priority tasks.</p> <p>Coordinate the review of existing policies and develop new policies at the request of the Associate Secretary for presentation to the Life and Mission Agency Committee for approval.</p> <p>Attend and take minutes for advisory committees and working groups as assigned.</p> <p>Coordinate organization of and provide on-site support for Cyclical PCC meetings, conferences and events.</p>
<p>Finance</p>	<p>Contribute to budget planning and oversight of the program.</p> <p>Ensure that all cheque requisitions, expense claims, and wire transfers are processed in accordance with the financial procedures of the PCC.</p>

Other	<p>Research and keep abreast of information regarding programs about starting new worshipping communities.</p> <p>Other duties as requested by the Associate Secretary.</p>
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Position Requirements:

- Knowledge and respect for the beliefs, structure, programs, and polity of The Presbyterian Church in Canada.
- Post-secondary education and five years relevant experience.
- Experience in program and event design, planning, implementation, and evaluation.
- A relationship builder. Ability for creative, engaging, positive and meaningful communication with individuals and groups.
- Excellent written, oral, and new media communication skills.
- Demonstrated organizational and administrative skills.
- Ability to work at several projects simultaneously and manage time according to established priorities with a results-oriented mindset.
- Demonstrated commitment to work cooperatively and effectively and to contribute to a positive and supportive working environment.
- Excellent computer skills using Microsoft Office and ability to use new technologies.
- Ability to travel within Canada to make presentations and visit PCC partners as needed.
- Knowledge and skill in the use of a variety of learning models.
- Ability to interact with all members of the community of The Presbyterian Church in Canada cheerfully, enthusiastically, courteously, patiently and with discretion.
- Sensitivity to cross-cultural situations.
- Willingness to travel and work weekends, as required.
- Criminal Records Check – Vulnerable Sector

September 2021