



Community Coordinator

Lagan Valley Vineyard

Job Description

Role: Community Coordinator

Location: Church Office (54 - 56 Bachelors Walk Lisburn BT28 1XN)

Line Manager: Stuart Bothwell (Associate Pastor: Formation & Community)

Salary: £23,000p/a pro-rata

Hours of Work: 26 hours per week (Including Sunday Services)

Start Date: October 2023

Lagan Valley Vineyard is a vibrant family on mission based in Northern Ireland. Our dream is to see the life of Jesus come to every person and every part of our region. We don't simply want to have a great church, we want to see the flourishing of the Lagan Valley. We are deeply committed to understanding the local church as a family on mission learning to proclaim and demonstrate the gospel of the Kingdom wherever we find ourselves.

Job Summary

To strengthen the community life of Lagan Valley Vineyard through connecting people to various aspects of Church life.

To establish effective systems and processes that enable people to be welcomed into Church life, join a small group and find opportunities to serve.

To develop key touchpoints for connection throughout the life of Lagan Valley Vineyard.

To coordinate various volunteer teams on Sundays and throughout the week that strengthen community bonds through welcome, care and support.

To assist the Associate Pastor for Formation and Community in the ongoing development of 'Tribes', through the recruitment and support of leaders, church wide promotion and day to day small group administration.

To support the Pastoral Staff Team at Lagan Valley Vineyard through clear communication and administration to enable them to respond to people's needs and spiritual growth effectively and efficiently.

We understand that for the Lagan Valley Vineyard community, the Community Coordinator is an important individual in both embodying and demonstrating care and welcome, it is therefore essential

that this person functions with a high degree of Christian compassion and wisdom in their approach to their role.

Key responsibilities:

Tribes

- Assisting the Associate Pastor for Formation and Community in the ongoing development of a vibrant, growing and evolving small group structure.
- Assisting the Associate Pastor for Formation and Community in the administration of Tribe Leader training.
- Involvement in the recruitment and ongoing support of Tribe leaders.

Connection

- Continuing a strong emphasis on welcome in Lagan Valley Vineyard through communication with newcomers and providing pathways for greater involvement in community life.
- Establishing a flowing system that highlights clear next steps for people seeking to move further into the life of the Church, especially through small groups and service.
- Develop and manage a Connection Point in the Church Venue
- Assisting the Associate Pastor for Community & Formation in the ongoing review of our practice of welcome and connection throughout Church services, programmes and ministries.
- Working alongside the LVV staff team and key volunteers to prioritise a welcoming culture and clear connection channels within new initiatives such as 'Wells'.
- Connecting with newcomers through connection cards and follow up communication.
- Working alongside the LVV Staff team in connecting people with other members of the Church community and Pastoral Staff for prayer and practical support.
- Working alongside the LVV Staff Team in the organisation of newcomers events.

Team Coordination

- Supporting several volunteer teams focussed on connection and care, including Sunday Welcome Team and Meals Ministry Team.
- Management of Sunday Welcome Team rota and recruitment of volunteers.
- Assisting the LVV Staff Team and volunteer teams in the coordination of church wide events and annual gatherings such as Christmas and Easter celebrations.
- Promotion of a culture whereby 'everyone gets to play' and where responsibility for care, practical support and discipleship is shared throughout the Church community.

Community Life

- Arranging baptism classes.
- Assisting Pastoral Staff in the administration of weddings and funerals when required.

Administration

- Management of Welcome team rota.
- Administration of connection card and email communication.
- Working alongside the LVV Staff Team in the ongoing management and development of the Church database exploring how we can use Churchsuite more effectively as we seek to stay connected with people and develop flows for Church engagement.

The list of duties contained above is not intended to be exhaustive. Other duties not listed above may be required from time to time and it is a condition of employment that the post-holder be willing to undertake other reasonable duties as may be required from time to time.

Personal Specifications

	Essential	Desirable
Qualifications		<p>Previous experience in a people facing job or volunteer role.</p> <p>Engaged in or completed formal theological study</p>
Experience	<p>Experience leading (in a paid or voluntary capacity), church ministry and care for others</p> <p>Experience in working with volunteers</p> <p>Experience in serving others through pastoral and prayer support</p> <p>Public speaking</p>	<p>Experience in coordinating online events and training opportunities</p> <p>Experience in planning, hosting and facilitating events</p>

<p>Skills</p>	<p>Excellent written, email and verbal communication skills</p> <p>Able to work on own initiative</p> <p>Able to work as part of a team</p> <p>Able to work strategically</p> <p>Able to understand and follow policies and procedures</p> <p>Leadership skills</p> <p>Excellent organisational skills</p> <p>Experience in using database platforms for administration and communication purposes</p>	<p>Experience in specifically using Churchsuite for administration and communication purposes</p>
<p>Personal / Character</p>	<p>Demonstration of faith in Jesus and acceptance of Lagan Valley Vineyard's Statement of Faith</p> <p>Willingness and ability to communicate your own story of your faith journey</p> <p>Willingness and ability to express Lagan Valley Vineyard's unique values and priorities</p> <p>A welcoming, hospitable and approachable personality</p>	<p>Knowledge and experience of the Lagan Valley Vineyard Church community</p>

Note: *An applicant will not be shortlisted unless they demonstrate on their application from that they meet all the essential criteria. The employer reserves the right to apply the desirable criteria to assist with shortlisting in the event of too many candidates to interview meeting all the essential criteria.*

At LVV we hire for character, competence, chemistry and culture.

Character – You have to love Jesus, love the church and be committed to the mission of LVV.

Competence – You must be an outstanding person with a high level of gifting and ability.

Chemistry – You must be a relational fit with our team, particularly those you will be working closely with.

Culture – You must be someone who will engage with, embrace and impart the culture of Lagan Valley

Vineyard.

Application Details

To apply, please submit an application form (*accessible via laganvalleyvineyard.com/join-our-team*), to andy@laganvalleyvineyard.com.

Closing date for applications: Monday 25th September 2023 at 5pm