



Job Description

Job Title:	Church Support and Development Co-ordinator
Department:	Community Development - Community Building Team
Reports To:	Community Development Team Lead
Status:	Exempt Full-time
Prepared By:	Cecilia Eggleston
Prepared Date:	October 2019
Approved By:	Governing Board HR Team
Approved Date:	November 2019
Job Duties, Responsibilities, Qualifications, and Requirements	
Job Summary	To work with our affiliated churches, providing support and resources for healthy and sustainable growth – growth being measurable in a variety of different ways, such as engagement, discipleship, growth in attendance, social outreach programmes, financial giving. Co-ordinating support through times of pastoral transition, revitalization and conflict.
Essential Duties and Responsibilities	<p>Encourage a culture of sufficiency and generosity</p> <p>Ensure that diversity and inclusion are embedded and measured in our work</p> <p>In partnership with colleagues, local churches and local church leaders provide support and resources for local churches which promote healthy and sustainable growth</p> <p>Encourage and develop mentoring partnerships between churches, for example, on successful pastoral search, capital campaigns</p> <p>Work with Network leaders and colleagues to identify key churches to help with this</p> <p>Find imaginative ways of supporting churches through pastoral transition or times of difficulty, working with colleagues, Point Elders, Network leaders, chaplains</p> <p>Work with colleagues in Vocational Development to find appropriate leadership for churches in transition</p> <p>Develop conflict resolution teams within network areas, to work with churches when needed</p> <p>Develop church revitalization teams within network areas, to work with churches when needed</p> <p>Work with appropriate Governing Board member to approve church bylaws</p>

	<p>Work with church leaders and congregations to close a church well and liaise with Emerging Church and MCC Communities Co-ordinator to provide support for those who wish to remain connected with MCC</p> <p>Collect, share and develop resources to support local churches, making them available online</p> <p>Work with Resource Development Team Lead to use assessment agreements as an opportunity to offer additional support and resourcing where needed</p> <p>Work with Communications team to promote success stories to encourage co-operation and shared learning</p>
Marginal Duties	
Supervisory Responsibilities	<p>Supervise partnership relationships between churches</p> <p>Supervise volunteers in revitalization and conflict resolution teams, and other volunteers, as teams develop</p>
Required skills, education and experience	<p>Excellent understanding of the role and organisation of the local church within MCC</p> <p>Experience in working with local churches to develop in health and growth</p> <p>Proven ability to support churches through times of transition and difficulty</p> <p>Proven ability to approach issues imaginatively, working with others to develop a positive outcome</p> <p>Experience of building teams and supporting volunteers</p> <p>Experience of working internationally and in different cultures</p> <p>Fluency in written and spoken English</p> <p>Excellent communication skills</p> <p>Proficiency in Microsoft Office Word, Excel, and PowerPoint</p> <p>Able to prioritise and manage a busy workload</p> <p>Able to comply with MCC policies and procedures</p> <p>Ability to effectively communicate in an office environment in which much interaction occurs through phone, email, messaging, Skype, and virtual meetings</p>
Desirable skills, education and experience	<p>Experience of pastoring a local church</p> <p>Familiarity with Google Docs, Google Drive, Adobe Connect, Constant Contact</p> <p>Basic competency with Salesforce database</p> <p>MCC is an international organisation, so competence in a language other than English is an asset</p>
Personal characteristics	<p>Team Player</p> <p>Has integrity</p> <p>Self motivated</p> <p>Ability to maintain confidentiality</p>

	Flexibility and positive attitude
Physical Demands	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee will need to complete the majority of tasks on a computer (PC or Mac). The employee will also need to be able to access internet in a home office. Vision abilities include vision needed to work on a computer, read typed and handwritten notes, received email and messages, access Microsoft Office software (software provided) Facebook, Skype, Adobe Connect, Constant Contact and Google Drive.</p> <p>In performance of the duties of this job, the employee may be required to travel occasionally, drive a motor vehicle, and communicate using telephone, email and other systems of communications as needed (i.e. Skype).</p>
Work Environment	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>The employee will work from a home office the majority of 37.5 hours each week. Compensation for mileage is not included in the salary.</p>
Other Important Information	<ul style="list-style-type: none"> ● Full-Time, 37.5 hours per week ● Location: home office, with occasional travel ● Relocation package is not available