

The Presbyterian Church in Canada
The Life and Mission Agency
Canadian Ministries

Renewal Program Coordinator
permanent

3 days/week,

Position Tasks and Responsibilities

Canadian Ministries works with congregations and presbyteries in the areas of: new church development; church extension; rural and remote ministries; ministries with Indigenous Peoples; congregational development and transitions; evangelism; Christian education; youth; worship; leadership development.

Under the direction of the Associate Secretary, the Renewal Program Coordinator provides program and administrative support to equip ministries and support the mission of Canadian Ministries.

Manageable yearly tasks and responsibilities will be formulated by the Associate Secretary and Renewal Program Coordinator from the responsibilities listed below.

Responsibilities

Program Coordination and Resources

- Develop and oversee a renewal/development program for grant-receiving ministries that provides support through coaching, webinars, on-line forums and goal and objective setting.
- Administer Canadian Ministries granting programs: supporting ministry grants; program grants; capital funding grants.
- Support grant-receiving ministries as needed.
- Review and evaluate grant-receiving process for effectiveness and efficiency.
- Communicate with PCC mission and ministry partners across Canada, receive financial and narrative reports, receive and administer requests for support or personnel according to policy and assist Canadian Ministries to nurture relationships with mission and ministry partners.
- Monitor Canadian Ministries grants and fund web pages to ensure information is up to date and relevant and submit new content to the Communications Department.
- Develop online, print and multi-media resources to promote and inform the Presbyterian constituency about grants available through Canadian Ministries.
- Develop and update auditing, reporting, financial management, strategic planning and goal setting tools for presbyteries and grant-receiving ministries.
- Seek, curate, edit, adapt and create electronic and printed resources and online bibliographies to equip social ministries in the areas of board development, fundraising, marketing, program development, governance, and financial management.
- Create on-line bibliography with resources tailored for use in new congregational development and by renewing ministries, small and/or rural congregations and social ministries.

- Be able to speak knowledgeably with people and groups about the work of Canadian Ministries, Life and Mission Agency and the denomination.
- Visit programs and ministries supported by Canadian Ministries in order to strengthen relationships and communicate the progress and results of programs supported by the Presbyterian constituency as assigned.
- Participate in organization of educational presentations and workshops on congregational renewal, social ministry and leadership development at the presbytery and congregational level, support and contribute to the development of national equipping events.

Consultation

- Work collaboratively with staff in the national office.
- Collaborate with ecumenical networks to develop campaigns, produce educational materials and share information and resources.
- Contribute to and curate resources from other networks with expertise in the field.
- Research and keep abreast of developments in congregational renewal, social ministry and leadership development.

Administration

- Coordinate review of existing policies, drafting modifications and developing new policies at the request of the Associate Secretary for presentation to the Life and Mission Agency Committee for approval.
- Ensure that Canadian Ministries policies are consistent with and respect the standards established by the Life and Mission Agency and General Assembly and applicable standards legislated by government and accreditation bodies.
- Respond to inquiries requiring interpretation of policies, practices and programs of Canadian Ministries.
- Coordinate preparation of Canadian Ministries reports related to work area including those for General Assembly, Life and Mission Agency and others as required.
- Coordinate financial reporting activities and ensure all departmental records and materials are kept current.
- Manage filing systems, both electronic and hard copy, for adequate record keeping purposes.
- Work within tight timeframes to ensure materials are produced in a high-quality and timely manner.
- Foster a positive public persona for the Canadian Ministries department and the national church.
- Respond promptly to requests for information and resources from individuals, groups and congregations.
- Provide oversight for program contract staff as required.
- Attend and take minutes for advisory committees and working groups as assigned.
- Coordinate organization of and provide on-site support for departmental meetings, conferences and events.
- Represent Canadian Ministries at meetings, as directed by Associate Secretary.
- Research and keep abreast of developments in the field of congregational renewal, social ministry and leadership development.
- Assist in other duties, as requested by the Associate Secretary, Canadian Ministries.

Qualifications

- Knowledge and respect for the beliefs, structure, programs and polity of The Presbyterian Church in Canada.
- An ability to speak with knowledge and passion about the mission of The Presbyterian Church in Canada and the mandate of the Life and Mission Agency and Canadian Ministries.
- An understanding of congregational renewal, social ministry and leadership development, and an ability to articulate that to others.
- Ability to analyze and prepare financial and narrative reports and ability to work with spreadsheets.
- Experience and ability in monitoring and evaluation of projects and program management.
- Ability for creative, engaging and meaningful communication with individuals and groups.
- Demonstrated excellence in written, oral and new media communications.
- Demonstrated organizational and administrative skills.
- Ability to work on 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
- An ability to work independently and as part of a team.
- Excellent computer skills using Microsoft Office (Word, Excel and Power Point) and ability to use new technologies.
- Ability to travel within Canada to make presentations and visit PCC partners to collect stories, as needed.
- Recognized university degree (or equivalent) and at least three years' experience in congregational renewal, social ministry, leadership development and program management.

July 2017