



## **JOB DESCRIPTION: OUTREACH MINISTRY LEADER**

**The opportunity:** We are in a very exciting season as a city centre church, with the congregation growing steadily to over 400-500 people in attendance each week. This means our community activities provision also requires an increase as people search for environments that can meet needs and help in moments of crisis. We, therefore, need to find Spirit-filled, person-centred leaders to assist in carrying the momentum of a growing community centre, whilst working alongside the existing church, to establish the potential that we are currently discovering. Our community programmes and centre facilities continually need administrative support and management to ensure they facilitate community members' practical, relational and even spiritual needs.

**STATUS:** Part Time 3 Days a week, Salaried

**PAY:** £13.50 per hour

**HOURS:** 22.5 Hours per week

**FIXED TERM CONTRACT:** One Year Contract, Commencing after a Three-month Probation period

### **General Purpose of Position:**

1. To support the Church with administration and management of the outreach activities programme each week.
2. To assist in overseeing the Management of the Outreach Ministry, which operates out of the Kings Centre Community Building. We currently run a Street Church and Bus of Hope ministry Serving the local community and the surrounding areas.
3. To Support our Foodbank on Fridays and potentially other Community work from the Kings Centre.
4. To support, maintain and expand the events, groups and services we run from the Church
5. To pastorally care for people within the community connected with the activities.
6. To Manage and Develop Volunteer teams
7. To work closely with other leaders in discipleship programmes and events.

### **Organisational Relationship and Supervision:**

The Outreach Ministry Leader must work closely and effectively with their Church line manager at E5, recognising and accepting the leadership and governance structure at E5. The Outreach Worker will serve the community by promoting and effectively managing all aspects of the administration and management of the activities assigned to them by the leadership. The Outreach Worker is expected to support the ministry of the Senior Pastor and must protect, unify and promote the overall vision of E5 Church. We seek a self-starting, energetic, outgoing person, with a can-do attitude; a person well able to put forward ideas yet work collaboratively with others and thrive being part of a team committed to a unified vision. They will need to be someone who enjoys the challenge of being fully involved in a wide range of work in this busy inner City church.

## Organisational Structure:

Pastor Steve (line manager) and Deacons supported by Anoushca (operations)	
Programmes	Activities
<ul style="list-style-type: none"><li>• Wednesday Night Street Church</li><li>• Bus of Hope Ministry</li><li>• Easter and Christmas Outreach Initiatives to local Community</li><li>• Foodbank Fridays</li><li>• Refugee Hub</li><li>• Kings Centre Mission Projects</li></ul>	Event Management, Volunteer recruitment, management and training. Pastoral Care Champion ministries across E5 Church Administrative Church suite Database Liaise and Partner with external Charities and organisations

## Responsibilities:

### Groups & activities

1. Coordinate, recruit and support volunteers for each of these groups so that each group runs effectively each week.
2. Work on the administration of each of these groups, so that everything is in place before a session begins. The processes are an important part of the activity so need a manager to oversee diligently. Help to fulfil any practical requirements each group would have.
3. Support the main leaders of the groups that could follow on from participation in any of our activities.
4. Communicate effectively and publicly speak throughout the year as required, in order to promote the work of the Church and how others can get involved.
5. Communicate in a timely manner and as effectively as possible using all available resources (email, website, Social media, newsletter, bulletin board, etc.). Ensure consistent communication with church staff and leadership, and the congregation as a whole.
6. Ensure that the Churches Safeguarding Policy is observed in all ministry settings.
7. Show responsibilities for the tracking of signposting of individuals so that progress of all people is possible. This could be in liaising with Alpha courses, events or other groups so people know how to continue their personal journeys with E5 church.
8. Create community events for the wider community.
9. Show pastoral care to the members of the community that attend the activities.

## Buildings and Spaces

10. Help manage the running of the Church as a facility that provides support for local families and in collaboration with charities and groups, in line with the agreed vision of the Senior Leadership.
11. Oversee security, health & safety, safeguarding and utility checks as required
12. Be a Building Key and Alarm Code Holder and undertake emergency key holder duties as required, such as Fire Marshalling
13. Managing hires and connections with other organisations as required
14. Ensure supports the work of Church as required, such as in the event of funerals or other big events and discipleship groups

### **Qualifications Requirements and Aptitudes:**

Essential	Desirable
Must embrace Christian discipline, doctrine & theology of Elim Pentecostal Churches	Public leading and communication
A qualification in a related field	Professional certificate in related field
Demonstrable ability in planning, administration and management of ministry programmes	Ability to envision and administrate for the Kings Centre building
Proven ability to pastorally care for people, particularly from diverse backgrounds	Experience of leading teams of volunteers in a fast paced environment
Servant hearted	Ability to utilise social media

### CONTRACTUAL INFORMATION

Job title: E5 Outreach Worker  
Employer: E5 Bristol City Church  
Accountability: The post holder is accountable to the leadership team of E5 under the local authority of Rev Stephen McEwen and the Elim Deacons.  
Obligations: Post holder must obtain an enhanced DBS check  
Holidays: 20 Days pro-rata

Applicants are asked to complete the application form by Friday 8<sup>th</sup> November 2024 and email it to [amcewen@elimbristol.org](mailto:amcewen@elimbristol.org) Attention is drawn to the person's specification

listed above, and applicants should identify how they meet the criteria in their written application.

Interviews for shortlisted candidates are currently planned on a rolling basis in Bristol.

Informal enquiries are welcome and should be made to Anoushca McEwen at [amcewen@elimbristol.org](mailto:amcewen@elimbristol.org)

E5 CHURCH BRISTOL IS AN ELIM PENTECOSTAL CHURCH  
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