



## FIRST BAPTIST CHURCH HALIFAX

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ORGANIZED 1827

1300 Oxford Street - Halifax, Nova Scotia B3H 3Y8  
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[www.fbchalifax.ca](http://www.fbchalifax.ca)

*Founded in 1827, First Baptist Church Halifax is a Christian community rooted in the Baptist tradition. We are intentionally ecumenical and inclusive. We seek to be a Christ-centered community of diverse people experiencing God's unconditional love and sharing that love, acceptance and faith in the world.*

An inclusive and affirming Congregation, First Baptist Church Halifax is seeking a part-time Coordinator of Congregational and Community Engagement to support the varied ministries of the Church. The successful candidate will be a self-starting, organized individual with excellent interpersonal and multi-platform communication skills who loves working with people. Details on this employment opportunity can be found in the position description below. To learn more about First Baptist Church Halifax, please visit our website at <http://fbchalifax.ca>.

Interested persons are invited to submit their cover letter and resume by:

Via e-mail to: [Sheilastanley@fbchalifax.ca](mailto:Sheilastanley@fbchalifax.ca)

OR

Via regular mail to: Sheila Stanley C/O First Baptist Church Halifax,  
1300 Oxford Street, Halifax, B3H 3Y8

**APPLICATION REVIEW WILL COMMENCE ON NOVEMBER 2, 2018**

**Coordinator of Congregational and Community Engagement**  
**First Baptist Church Halifax**  
**1300 Oxford Street, Halifax, NS**

**About First Baptist Church Halifax**

Since 1827, First Baptist Church Halifax (FBCH) has been an active community of faith known for its progressive approach to faith and its inclusion of all people in the full life of the church. With a resident membership of approximately 300 people, FBCH has about 20 boards, committees, and groups. In addition, FBCH is host to many community groups and organizations who use our facilities on a regular basis.

**Coordinator of Congregational and Community Engagement**

The Coordinator is a new position that will be responsible for connecting the people of FBCH and the wider Halifax community to the life of FBCH. The Coordinator will work closely with the church staff and congregational leaders, becoming an integral part of the staff team facilitating the ministries of the Church. Often being the first point of contact with the Church, the Coordinator has a key role in ensuring this initial contact is welcoming, caring, and helpful.

A significant part of the position will be publicizing the story and work of FBCH in a timely and effective manner across as many communication platforms as possible, including, but not limited to: church website, weekly email update, public and social media, podcasts, Sunday bulletins, periodic newsletter, free media, banners, and signs.

The Coordinator will also serve as the first contact with the public through administering the church office and assisting the congregation with event planning. This includes maintaining the church's master calendar, managing rental use of our building, and scheduling support staff for church activities. Other support functions extend to maintaining Church information and donor databases and acting as a liaison between external agencies - such as suppliers, partners for benevolent ministries, Denominational groups, etc. - and appropriate church leaders.

**Reporting Relationships**

FBCH, by nature, is a matrix organization with dispersed and shared responsibilities.

The Coordinator will:

- report to the Senior Minister for daily duties
- be responsive to Board and Committee Chairs for functional direction
- report to the Congregation through and be supported by the Personnel Committee for the administration of the position, entitlements and benefits.

There are no direct reports to this position.

## **Duties and Responsibilities**

### *Communication*

- Advocate for, support and promote all FBCH programs, and seek ways to share the congregation's story within the church and the larger HRM community
- Coordinate and contribute to all church communications vehicles including, but not limited to, our website, social media, weekly email, Sunday bulletin, periodic newsletter, podcast, annual report, printed materials, and external web and print media
- As part of the staff team, identify and enable ways for all staff and members to share the life of FBCH with the congregation and the larger HRM community
- Create and maintain a seamless process for receiving digital and other input from the congregation and committees so that information can be readily shared in a variety of ways
- Working at least three months in advance, identify church programs worthy of outside publicity and coordinate these efforts with committees and staff
- Create and maintain effective working relationships with local print media, as well as ties with community business and digital media outlets

### *Church Family Engagement*

- Participate in the life of the church, including engaging with the congregation on Sunday mornings (part of paid work hours)
- Maintain a confidential database of church members, adherents, and related information and advise Church Clerk of membership changes verified in accordance with Church protocols
- Coordinate the tracking of visitors and newcomers to the congregation
- Support donation management, including annually preparing and distributing offering envelopes to those using envelopes for donations
- Welcome visitors to the church during office hours and maintain awareness of activity in the building during these hours
- Accept phone calls and emails to the general church accounts and relay messages to appropriate staff and church leaders
- Meet with committee chairs and other church leaders to identify support needed for upcoming events, including occasional evening meetings
- Attend major church events to engage congregation and collect information for publications

### *Church Management*

- Maintain the FBCH master calendar and work with Church Use Committee to schedule room usage and rentals; alert staff, committees, and renters to potential conflicts or difficulties related to the church building

- Manage the rental use of the church building in coordination with the Church Use Committee
- Liaise with custodian and assistant sextons regarding set-up for upcoming events, scheduling and ensuring on-site support for events if necessary
- Ensure office supplies and equipment are ordered and available, including coordination of maintenance for communications systems, computers, and photocopier

*The duties listed are intended to demonstrate the key functions of the Coordinator of Congregational and Community Engagement role. Other related duties may be required.*

### **Qualifications**

- Diploma or Degree in Administration, Public Relations, Communications, Design, or other related field
- Willing to be an advocate for the work of FBCH
- Interpersonal skills—enjoy spending time with people
- Excellent written and verbal communication skills
- Self-starter and capable of independent work
- Organized and detail oriented, but also able to see the big picture
- Ability to focus in a busy environment under pressure of deadlines with frequent interruptions
- Must have, or quickly obtain mastery of:
  - Windows
  - Mac OS
  - Adobe Suite
  - Microsoft Office
  - Social Media Platforms: FaceBook, Instagram, Twitter
  - Squarespace and/or Word Press
  - Commercially supported 'Customer Relationship Systems'

### **Working Hours**

Regular Hours: Sunday - Thursday, 9:30 a.m. - 2:00 p.m.

Irregular Hours: church events, some meetings (e.g. Board of Management), flexible work time (4 hours weekly)

### **Benefits**

The Coordinator position is eligible for participation in the cost-shared medical, dental, life insurance, long-term disability, and RRSP benefits. An Employee Assistance Program is provided at no cost to the employee.