**Events and Evangelist Coordinator - 2022**

**Nunawading and Waverley Lutheran Church**

**Position description**

**Position Title: Events and Evangelist Coordinator (Mandarin and English speaking)**

**Line Manager:** Congregational Pastor

**Classificatio**n: Lay worker Level 1, Paypoint 2

**FTE:** Year 1 – 8 hours Lay worker Level 1, Paypoint 2

Year 2 – 15 hours Lay worker Level 1, Paypoint 3

Year 3 – 20 hours Lay worker Level 1, Paypoint 4 (Subject to approval by Lutheran Church of Australia [LCA] Executive Office – Local Mission)

**Employment Period:** 2 years with a 3rd Year subject to approval by LCA Executive Office – Local Mission

**Location**: Waverley Church Office

25 Cypress Avenue

Glen Waverley

Victoria 3150

**Objective of position**

The Nunawading and Waverley congregation will appoint an Events and Evangelist Coordinator who will work with the Mission and Ministries Coordination Committee (MMCC) to gather seekers and baptised converts and integrate them within our existing congregation and start a Chinese congregation.

**Primary Responsibilities**

The Events and Evangelist Coordinator will

* will reach out to Chinese contacts and others by utilising existing activities of the church and establishing new outreach events and activities.
* evangelise Chinese contacts and the wider Chinese community, starting a Chinese worshipping group and/or integrate seekers and converts into the existing English-speaking congregation.
* serve as an evangelist to those speaking English as a second language, with an emphasis on people of Chinese nationality or heritage
* collaborate with the Pastor and the MMCC
* develop new networks to bring new people into the church community and share Christ with these people so that they might consider becoming Christians

**Duties of Position**

* build relationships of trust with Chinese people and others known through congregational evangelistic ministries, including
* the weekly English Conversation Club (ECC)
* the Discovering Jesus small groups
* the fortnightly Café Chat group
* table tennis club
* worship services and
* other special events
* initiate events and activities that bring together people from the community, especially Chinese people
* use social media to advertise existing and new events and groups
* develop friendships and rapport in order to encourage contacts to explore the Christian faith in study groups
* prepare prayers and/or prayer suggestions for the Prayer Warriors and the broader congregation
* establish seeker groups that provide an opportunity to discover Jesus
* collaborate with the MMCC and meet regularly with the Pastor
* ensure that all relevant records and documentation are correctly filed both in hard copy and electronically, of
* all activities
* contact details of all people and agencies
* outcomes of meetings with these new people and agencies, ensuring that privacy and confidentiality are maintained

**Organisational Relationships Direction and Accountability**

The Events and Evangelist Coordinator will

* meet regularly with the Pastor (or his representative if absent) and work with him
* provide reports at MMCC meetings
* receive general support and ministry direction from the MMCC
* report to the Annual General Meeting of the congregation each year.
* be directly accountable to the Pastor for the ongoing performance of the duties associated with the position and for administrative and HR matters

**Personal Attributes**

The following personal attributes are required:

* a solid faith and interior life rooted in prayer and the Word
* a knowledge and commitment to Lutheran tenets underpinning faith, worship and the sacraments of Baptism and the Lord’s Supper
* the personal realisation of one’s dependence on God
* a theology that compels evangelisation
* the desire to share the light of Christ with those around them
* the ability to inspire, communicate, lead and manage solid relationships based on the Christian message
* intentionality about evangelism, and prayerfulness about openings to share the gospel and see these encounters as God-given opportunities
* effective administration and record keeping
* the ability to work with Pastor, MMCC, church members, visitors and unchurched people
* skill at organising meetings
* the ability to plan and evaluate effective evangelism events and activities

**Desired qualifications, skills and qualities**

The Events and Evangelist Coordinator will be encouraged to

* undertake professional development
* undertake professional reading and research
* attend relevant seminars or workshops including in-service training programs of the Lutheran Church of Australia
* become an accredited lay worker of the LCA (if not yet accredited)
* engage in appropriate professional development/training courses offered by the Australian Lutheran College or other approved organisations
* extend knowledge and skills in the ministry of spreading the Gospel of Christ

**Requirements**

The Chinese Evangelist will be required to have

* first language competency in Mandarin Chinese language
* sound understanding of the foundations of the Christian faith and commitment to Lutheran theology
* skills in organising events and activities
* skills in relationship building and development
* successful job experiences and roles in leadership
* demonstrated ability to work creatively and collaboratively with others
* good organisational and communication skills
* demonstrated capacity for accountability
* administration skills
* observation and compliance with the LCA Work, Health & Welfare policies and procedures
* agreement to abide by all LCA policies and comply with procedures as applicable

**Qualifications**

* previous experience in evangelism OR outreach ministry (paid or volunteer)
* willingness to work towards an appropriate qualification, in negotiation with the MMCC

**In addition, the successful applicant will need**

* a current Working with Children Check
* appropriate Lutheran Church of Australia Professional Standards Compliance
* a current Victorian driver’s license

**General terms of appointment**

The Events and Evangelist Coordinator will be willing to

* uphold the values and teachings of the LCA
* abide by all LCA and employer policies and comply with procedures as applicable
* observe and comply with LCA Work, Health and Welfare policies and procedures
* undertake bi-monthly reviews until 6 months, then 6 monthly reviews with the MMCC

**Employment Context**

***NUNAWADING AND WAVERLEY VISION, MISSION AND VALUES – 2022***

***VISION***

*We see a missional, hospitable congregation, a growing church for a multicultural community while including and respecting older people, alongside a Chinese congregation, both of which are committed to seeking the growth of all, especially the young.*

***MISSION***

*God’s mission for us is to evangelise those who do not know Christ, to work together to integrate the young into the body of Christ and to establish a Chinese congregation.*

***CORE VALUES***

1. *We value an inspiring worship life, both traditional and contemporary, that is open to all.*
2. *We value bringing people together in fellowship with Christ.*
3. *We value hospitality, the welcome of visitors.*
4. *We value other cultures, learning from them.*
5. *We value older people, their faithfulness and what they can teach us.*
6. *We value compassion, care and support of each other.*
7. *We value the young, the support of them and from them.*

***BELIEFS***

1. *We believe that God speaks to us in his word today.*
2. *We believe that the Holy Spirit is present in our lives through holy Baptism and Christ nourishes believers in the Lord’s Supper.*
3. *We believe that no one is beyond the grace of God.*
4. *We believe that Christ is for all people.*
5. *We believe that the Holy Spirit’s intention for us is to be led by him in God’s mission.*
6. *We believe that all believers in Christ share in the ministry of the gospel.*
7. *We believe that all people can change and grow in maturity under Christ, who is our head.*
8. **Grow closer to each other**

* We value each other as redeemed children of our heavenly Father.
* We value the gifts of the Holy Spirit enabling us to serve one another with generosity and willingness.

1. **Grow closer to the world**

* We value Christians of all churches and those who share our Lutheran heritage.
* We value all in need and those who do not know the saving love of God within and beyond Australia.

**Our key initiatives**

**Congregational Plan and progress and outcomes to date**

* Members of our congregation have embraced the English Conversation Club (ECC) ministry and happily engage with those who come to congregational events, the occasional worship service, the café coffee meetings and so on because they fulfil our mission and meet all three goals.
* The newcomers have become more comfortable in their interactions with members indicating the success of our integration efforts.
* ‘Discovering Jesus’ groups have started to meet goal three, with some congregational members taking part as support.
* Friendships between people are forming and growing beyond organised outreach activities.

Our congregation looks forward to new opportunities to bring people to Christ with the support of an employed person through the Chinese Evangelist Ministry. We now want to take this “harvest” further, towards baptism, with more involvement in the congregation and in growth in Christian life. We want to intensify this outreach to be more effective in meeting our congregational goals and overall vision and mission by employing a Chinese Evangelist who will more quickly facilitate greater numbers of people hearing the gospel and receiving it.

**GOAL 1 ACTION:** **To integrate existing and new members**

**GOAL 2 ACTION:** **Reach out to ECC contacts and others**.

3.1 Create more opportunities to enable families to discover Christ

* Offer non weekday activities
* Offer daytime activities

3.2 Review the Bible time at ECC meetings

* Consider how to make best use of Bible time at ECC classes.

3.2 Assist Pastor in the establishment and running of Discovering Jesus groups.

* Develop an evening or weekend small group. The Chinese Evangelist may lead a group.

3.3 Extend invitations to events to ECC members

* In collaboration with Pastor, send invitations to morning Bible Study and Coffee Club.
* Identify the best way to invite seekers to congregational events.

3.4 Leaders of social activities to include friends and family of those identified via migrant ministry.