

# Davidson's Mains Parish Church

1 Quality Street, Edinburgh EH4 5BB  
0131 312 6282

life@dmainschurch.plus.com  
dmpc.org.uk



## Development Ministries Leader

The post will be responsible for :

- **development:** translating the priorities highlighted in our DMPC vision into the increased use of our premises in the service of the gospel
- **management:** overseeing the day-to-day running of our premises to ensure efficiency and excellence
- **co-ordination:** promoting, equipping and co-ordinating the volunteer base to the above ends

### Key Areas of Responsibility

1. **Vision development and implementation.** This new post will be responsible for developing the DMPC premises, and the ministries exercised there, guided by the priorities set by the Kirk Session: the post holder will be expected to –
  - participate in the regular times of staff prayer
  - provide leadership for, and, as appropriate, be actively involved in, these varied 'on site' ministries
  - commend the Christian faith in the context of both the pastoral needs, and the opportunities for conversation, which may arise through these ministries
2. **Staffing.** It is envisaged that the post holder will ultimately be responsible for the recruitment, management and co-ordination of paid and volunteer staff.
3. **Financial Oversight.** The post holder will be expected to work within a budget set by the Kirk Session and present all proposals requiring financial support to that body for approval.
4. **Facilities.** The post holder will be expected to:
  - oversee the management of church properties including the church, halls, meeting rooms and cottage.
  - cover practical aspects of the management of the premises such as ensuring halls are open for events, appropriately maintained and stocked etc.

- oversee the appropriate maintenance & supervision of the premises in conjunction with the property convenor.
- liaise with cleaning staff & trades (contracted and voluntary).

**5. Event Management.** The post holder will be responsible for sourcing and prioritizing events in line with our stated priorities, and co-ordinating all requirements for such events with the support of the volunteer administration support base.

**6. Health & Safety.** The post holder will be responsible for ensuring all requirements dictated by legislation regarding health and safety and food hygiene are adequately covered by local policies/procedures and ensuring these remain current.

**Contract details**

**Hours:** 37.5 hours excluding breaks  
(Monday to Friday but with some flexibility to cover events and occasional Saturdays)

**Start date:** April/May/June 2011?

**Basic salary:** in the region of £20,000

**Holiday:** 25 days (plus 8 days in lieu of public holidays)

**Period of notice:** 4 weeks



**Accountable to:** The Kirk Session

**Disclosure:** the post holder will need to be appropriately disclosed

**Support:** a support group for the post holder will be established

**Review:** Annual

**Line managed by:** The Minister

Where we are now		Where we would like to be
<p><b>Buildings open to public</b> During school term time? Tue-Thu 10am-2pm Reception area Welcoming, cosy, church-hall, efficient</p> <p><b>Event booking</b> Available</p> <p><b>Community outreach</b> Antenatal classes, parents and toddlers, Alpha courses, Easter holiday club</p>	<p><b>Post holder</b></p> <p><b>will</b></p> <p><b>lead</b></p> <p><b>this</b></p> <p><b>transition</b></p> <p></p>	<p><b>Buildings open to public</b> All through the year All through the week All through the day &amp; evenings Best use of available space Inviting, welcoming, Christian, evangelistic, relaxing</p> <p><b>Event booking</b> Proactively seeking appropriate bookings</p> <p><b>Community outreach</b> As left plus meeting the need in the community for courses, events and support offered from a Christian perspective</p>

## Person Specification

### We believe that the post-holder will be:

- A committed Christian who has a mature faith with a gift for operational management, and the ability to provide leadership in that context.
- Committed to the values and vision of DMPC.
- Experienced in working operationally in a similar scale of Church or secular organization.
- Experienced in staff and event management; experience of recruitment and training would be advantageous.
- Able to lead effectively, plan carefully and work constructively within a team setting.
- An excellent communicator with good interpersonal skills.
- Organised, flexible and able to prioritise.
- Competent in administrative/IT skills.

We would hope the post holder would be/become a member of the congregation and join us regularly for worship.

## Background Information

Our aim at Davidson’s Mains Parish Church and therefore our prayer is to be a church where things happen - where things get done, rather than just discussed: and where a new day starts to dawn.

So we've built our life around six key Ministry Areas, overseen by a team of leaders working closely together to ensure a real coherence to our life and work.

<b>Nurture</b>	the way we look after each other and help each other grow	Margaret Stewart
<b>Evangelism</b>	the way we become a people who bring, are and declare good news	Stephen Ashforth
<b>Worship</b>	the way we direct our living in praise to God the Creator	Jeremy Middleton
<b>Discipleship</b>	the way we ensure we are all able to learn to live the new life	Alan Campbell
<b>Administration</b>	the way we organise all aspects of our life to God's glory	Fred Nelson
<b>Youth</b>	the way we help the next generation(s) grow to know life in Christ	Derek Peach

In 2010, the Kirk Session of Davidson's Mains Parish Church set the following priorities for development on behalf of the whole congregation:

### **priorities**

**centred on Jesus:** we see God growing a church here where Jesus is central to everything. We aim thus to help people to know Jesus and, in knowing him, to submit their lives to him and to become more and more like him.

**building community:** we see God growing a church here where his desire to bring people together is fully realised. We aim thus to create genuine community, recognising the diverse backgrounds and circumstances which people have, and cultivating the satisfying relationships through which they'll belong

**sharing good news:** we see God growing a church here where his boundless love for the world is embodied in the lives of his people. We aim thus to bring and be good news to our families, friends and neighbours, submitted to the Spirit's leading and prepared to think outside the box, move outside our walls, and step outside our comfort zones.

**shaped by the Bible:** we see God growing a church here where the Bible is foundational to our living and formative of a radical lifestyle. We aim thus to be a people among whom the Bible is consistently being explained and applied to all aspects of our lives in a clear, contemporary and comprehensive way.

**people-friendly:** we see God growing a church here where each person is recognised as the unique individual they are under God, with needs to be met and gifts to be used. We aim thus to affirm the significance of each individual, not least in terms of the welcome, support and involvement they are given.

**servant leadership:** we see God growing a church here whose resources (of people, premises and wealth) and resourcefulness inspire, enable and encourage the whole people of God, in this land and beyond. We aim thus to exercise a significant ministry in the wider church, demonstrating a servant attitude, a global perspective and a sacrificial commitment.

*Davidson's Mains Parish Church Church, Edinburgh is a registered charity no. SC 009470*

---

*Applications for the post should be forwarded along with a current CV and a note of 2 referees to the Church Office, either by e-mail, or letter, before 18/03/11*

*It is anticipated that interviews may take place in the week commencing 27<sup>th</sup> March*