

A photograph of a church interior during a service. A large congregation of people is seated in wooden pews, facing the front of the church. The sanctuary has a high ceiling with recessed lighting and a large, white, geometric light fixture hanging from the center. The text "Congregational Life Co-Ordinator" and "Job Information Pack" is overlaid in large, blue, sans-serif font across the middle of the image.

Congregational Life Co-Ordinator

Job Information Pack





Our Vision...

*Fullness as we follow Christ,
Fruitfulness as we witness for Christ*

Our Desire...

...that all would know fullness of life in following Christ...

Our Task...

*...to display the fullness of life found in Christ as we
faithfully and fruitfully follow Him...*

Our Commitment...

*...to pursue faithfulness as we follow Christ and
fruitfulness as we witness for Him...*





Congregational Life Co-Ordinator

Thank you for taking the time to express an interest in the Congregational Life Co-Ordinator post in Greystone Road Presbyterian Church. Greystone Road is an established congregation situated on the Greystone Road in Antrim. As a congregation we have undergone a process of evaluation and reconsideration of our mission and vision in the last year. As part of this process, we have re-committed ourselves to the call of the Church to disciple-making and the calling of every Believer to find fullness in Christ and live fruitfully for Christ.

In this context we are seeking to appoint a full-time Congregational Life Co-Ordinator on a three-year contract to support the Minister and Kirk Session in the coordination and development of our Mission and Vision. There is potential for further extension to the contract.

We are looking for someone who is hard working, innovative and passionate about disciple-making. This is a demanding post and will require commitment and dedication on the part of the post-holder. If you believe that you have what it takes to fulfil this role then I would encourage you to prayerfully consider this opportunity before submitting your application form.

Yours sincerely,

Chris Wilson

Minister

The Role: Congregational Life Co-Ordinator

Purpose of job:

To support the Minister and Kirk Session in the implementation of the GRPC Mission Plan (*...fullness as we follow Christ, fruitfulness as we witness for Christ...*) by:

...establishing and developing the vision for and development of an intergenerational discipleship culture within the congregation...

...establishing and developing 'Discipleship Pathways' for those ages 0 to 35 so that they might be guided to fullness and fruitfulness in Jesus...

...encouraging the increased engagement of the wider congregation in the process of discipleship across the generations...

...equipping and empowering the volunteers of our Youth and Children's Ministry to disciple our young people for the long-term fruitfulness of the congregation.

Responsible to: Kirk Session through the Line Manager.

Salary: £30,621 plus expenses based on P.C.I. guidelines.

Conditions: A full-time post of 37.5 hours per week. (Based on a three-year contract renewable for one-year extension)

MAIN DUTIES:

To support the Minister and Kirk Session in establishing and developing our mission and vision:

Support current youth and children's ministry volunteers through pastoral care, training, and resourcing; and assist in identifying and equipping new leaders.

Assist and support, in association with the Minister and Kirk Session, the promotion of ministry to young people and encourage their integration into all congregational life.

Develop 'Discipleship Pathways' for those ages 0 to 35 so that they might be guided to fullness and fruitfulness in Jesus. This could include additional programs and activities, as appropriate, for the emerging adults of the Congregation.

Facilitate and co-ordinate the building of networks of relationships within the congregation that would promote discipleship across the generations.

Help young people understand and take their place in the local church. This will mean helping to identify ways that young people can serve the whole church family.

Participation within the Youth Fellowship and Holiday Bible Club; and making connections with the other organisations within the congregation.

Adhere to and implement all aspects of P.C.I.'s Safeguarding Policy and Practice.

Appropriate participation in public worship.

To fulfil any other responsibilities deemed appropriate by the Minister or Kirk Session.

The above is not an exhaustive list of duties; the Post Holder will be expected to perform different tasks as necessitated by their developing role within the Congregation.

Who are we looking for?

PERSONNEL SPECIFICATION

Applicants will be required to demonstrate:

The essential nature of this post requires that the successful candidate be a Christian as provided for under excepted occupations in the Fair Employment (NI) Order 1988.

They are a committed Christian, in sympathy with the ethos and doctrinal position of the Presbyterian Church in Ireland, as well as the mission plan of the congregation.

A third level qualification and/or at least 3 years' experience working on a full-time paid basis working in a Church setting.

Clear Access NI (or equivalent) history regarding suitability to work with children.

A love for Jesus as Saviour and Lord.

A love for people of all ages and ability to effectively communicate the Gospel to all ages.

A desire that all would know fullness of life in following Christ.

Hold a high view of Scripture as the ultimate authority in life and witness.

Hold clear evangelical convictions in line with the Presbyterian Church in Ireland.

Ability to persevere and demonstrate resilience.

Experience of relating to young people and emerging adults in a pastoral capacity.

Willingness to work flexible hours; ability to balance priorities and make sound decisions.

Excellent communication and interpersonal skills. Organisational skills, leadership ability and self-motivation, yet be able to work as part of a team.

In the event of a large number of applications being received we reserve the right to enhance short-listing criteria for interview purposes.

Our Commitment to the Successful Applicant:

Ongoing pastoral support and encouragement from the minister and eldership team, and including you as part of the GRPC family.

A commitment to facilitating your personal and professional development through education, training, and attending appropriate events.

Key Details

Congregational Life Co-Ordinator

Full-Time (37.5 Hours per week)

We are looking for a Congregational Life Co-Ordinator to assist us in establishing and developing our mission and vision across the generations. As a congregation we want to know fullness as we follow Christ, and fruitfulness as we witness for Christ.

This position is full-time 37.5 hours per week (including evenings and weekends).

Salary: £30,621 plus expenses based on P.C.I. guidelines.

A commitment to the Christian ethos of the Presbyterian Church in Ireland is essential. Details of the job description, personnel specification and application form can be obtained from:

Chris Wilson

2 Brantwood Gardens

Antrim

BT41 1HP

E: cwilson@presbyterianireland.org

Closing date for applications is 25th September 2026 (Noon)

Interviews to be held on 12th and 19th October 2026

Application Process

**Greystone Road Presbyterian Church
Congregational Life Co-Ordinator
Full-Time (37.5 Hours per week)
3 Year appointment renewable**

**Applicants must complete the application form in legible, block capitals
using black ink.**

Closing date for applications:

Closing date for applications is 25th September 2026 (Noon)

Interviews to be held on 12th and 19th October 2026

PART 1: PERSONAL DETAILS

Title:

Forename:

Middle Name(s):

Surname:

**Former Surname(s)
(if applicable)**

Address:

Postcode:

**National Insurance
Number:**

Local Church:

Please provide details of where you can be contacted during working hours:

Email address:

Telephone/Mobile:

PART 2: EDUCATION/EMPLOYMENT HISTORY

Education History

Please give details of school(s) (e.g. technical, grammar, etc.) and qualifications gained:

Please give details of college/university and qualifications gained:

Please give details of any other training you have successfully completed:

Employment History (Start with present/most recent employer)

Detail all your employment/self-employment (and unemployment).

[illegible]

References

Please provide details of two referees one of whom must be your most recent employer. We may seek references after interview but before any offer of employment is made. This will only be done with your permission.

1.	Name:	2.	Name:
	Position:		Position:
	Organisation:		Organisation:
	Address: Postcode:		Address: Postcode:
	Tel No.		Tel No.

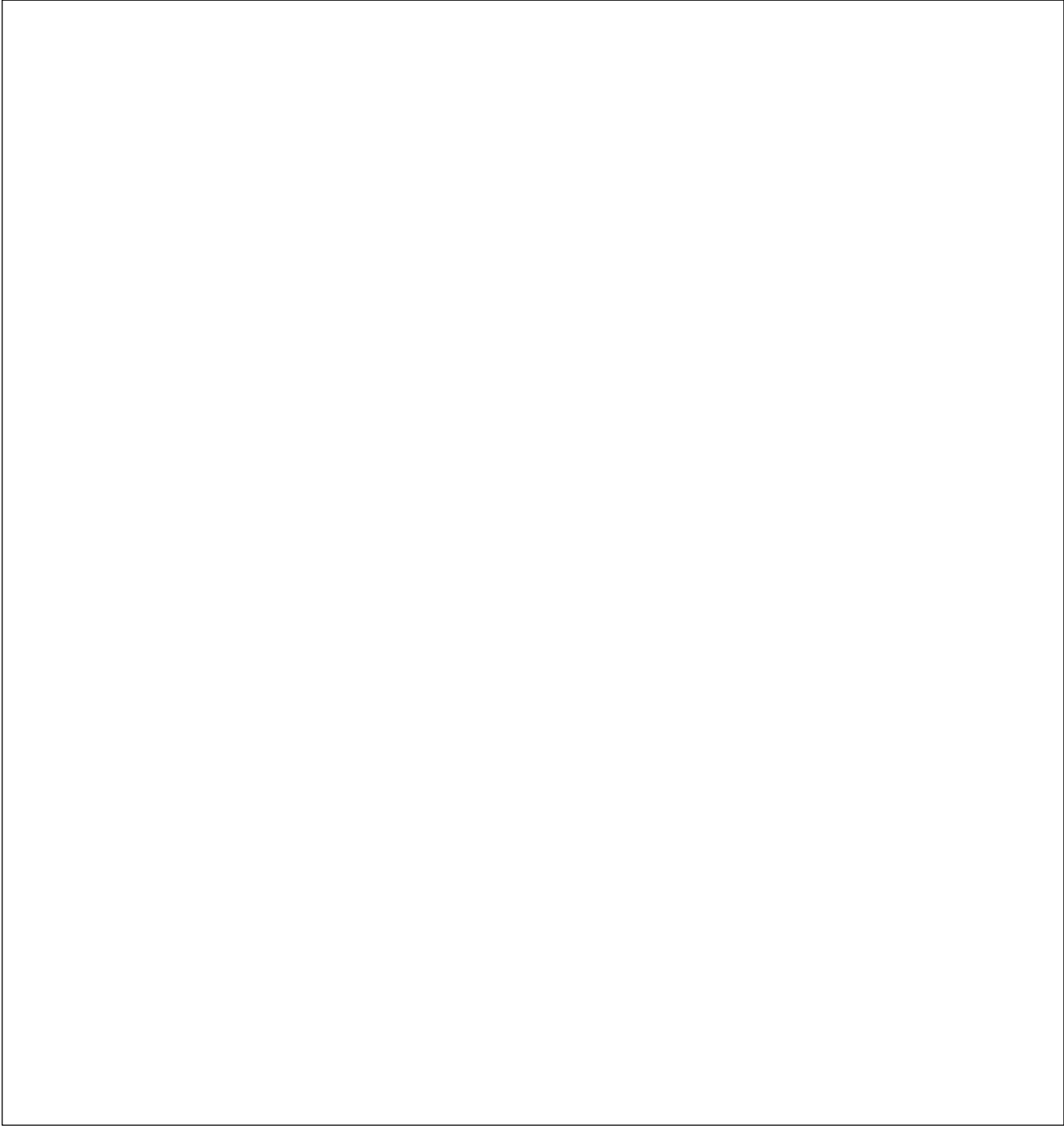
Additional Information

Please list all extended absences from work in the past three years and the reasons for such absences.

Do you currently hold a Driving Licence and have access to transport to carry out the duties of the position?

PART 3: ELIGIBILITY AND SHORTLISTING CRITERIA

Please detail here your specific reasons for this application, your main achievements to date, and the strengths you would bring to this post (being mindful to demonstrate how you meet the criteria for this post as outlined above).



Shortlisting Criteria: In addition, applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the following shortlisting criteria will be used:

Experience of establishing and developing an intergenerational discipleship culture within a congregation.

Please demonstrate how you meet the above shortlisting criterion. You must provide sufficient details to demonstrate to the panel how well you meet this criterion.

PART 4: DECLARATION

- A. I have read and understood the information provided.
- B. The responses detailed in this application form are true and accurate to the best of my knowledge and belief. I understand that if I am found to have suppressed any material fact or to have given false answers I will be liable to disqualification or, if appointed, will face disciplinary action which may include dismissal.
- C. I confirm I am aged 16 or over.
- D. I agree that Greystone Road Presbyterian Church may store the information I have provided and then dispose of this information and my Access NI disclosure certificate, by secure means, after a decision on my application has been made.

Signed:

Date

PART 5: INSTRUCTIONS FOR SUBMISSION

Your application must be received no later than *Closing date for applications is 25th September 2026 (Noon).*

Chris Wilson
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Antrim
BT41 1HP
E: cwilson@presbyterianireland.org