

The Church of Ireland & Methodist Chaplaincy Belfast



Post of Ministry Lead for Hospitality

Information Pack



Contents

- 1. Introducing The Church of Ireland and Methodist Chaplaincy and The Hub Belfast**
- 2. Ministry Lead for Hospitality – Job Description and Criteria**
- 3. Discipleship, Formation and Development**
- 4. Remuneration & Benefits**
- 5. How to apply & Contact Details**



Who are The Hub Belfast?

Queen's University has a population of almost 25,000 students and is one of the biggest employers in Belfast, with almost 4000 staff. With the recent transition of Ulster University's Jordanstown campus to the Cathedral Quarter, Belfast is now home to a student population bigger than it has ever been before. A living, moving, studying, socialising mass of people from a wide range of cultural, social, ethnic, racial and religious backgrounds. Add into the mix the commercial, legal, civic and social heart of the city and Belfast presents an enormous opportunity and challenge for those who wish to bear witness to the gospel. With a desire to see the gospel shared and lives changed, The Church of Ireland and Methodist Church in Ireland is committed to a shared city-wide Chaplaincy. As a means to enable and develop this ministry, the Church of Ireland and Methodist Chaplaincy Belfast was established as a charitable company in 2021, with a Board of Directors appointed by the two churches and with representation from the Chaplaincy community. It is this company which acts as the employer for all staff employed to support chaplaincy ministry.

The Hub Belfast, at which this post is based, is a residential student centre, based on Elmwood Avenue, at the heart of the Queen's University campus, and is one of the core aspects of the Chaplaincy ministry. Stretching across 6 beautiful Victorian houses, The Hub consists of student bedrooms, staff offices, a library, prayer room, café and Church space where the Church of the Resurrection congregation meets each Sunday.

With a prime location on the Queen's campus and with significant practical resources, we are well positioned and equipped for ministry and mission in the University Quarter of Belfast. The Hub is the location for daily student outreach, discipleship and ministry, including Bible Study, Outreach, Worship 101, Worship Academy, discipleship courses and 1 to 1 pastoral care.

Whilst this post is based at The Hub, within Queen's Quarter, the person appointed will have an opportunity to contribute to the next exciting stage of development of Chaplaincy ministry in Belfast, working as part of a team and with a Board which has a vision to expand our ministry activities and locations.

Our Core DNA

Our life is centred around the **Worship** of God, the growth of Christian **Community**, and **Outreach** in the world around us.

Our commitment is to develop and grow in our staff and students, wholehearted commitment to Jesus Christ and his Church, deeply rooted discipleship lived out in daily life, and a Spirit-enabled passion to share the Gospel on campus and in the world.

Our desire is to be known by our warm welcome, gracious hospitality, and genuine love of God and people.

We are deeply passionate about working in partnership with other churches, communities, groups, and organisations who are seeking to share God's love in a hurting and broken world. Those partnerships are essential to furthering our city-wide mission.

Our Core Communities

The Residential Student Centre, called 'The Hub', on Elmwood Avenue in South Belfast is currently home to 50 students. Historically, this has been most closely associated with Chaplaincy at Queens University, but students from other academic institutions have lived, and continue to live, as part of the community. Students have been living in Chaplaincy accommodation here since the 1950s.

The Church of the Resurrection, at the heart of our premises on Elmwood Avenue, was built in the 1960s to provide a place of worship and meeting for the staff and students of Queen's University. The worshipping community which meets there week by week provides a spiritual home for people of all ages who are living, studying and working in the city, some on a short-term basis and others on a more permanent basis. The flexible worship space also provides a venue for Worship 101 and a range of other ministry events and activities.

The Hub Café is a vital part of our life, opening its doors throughout the academic year to students, staff, and anyone who simply wants a good place to be for a while.

Our Vision

1. To develop and grow our existing expressions of worship, community, and outreach in South Belfast on the Queen's University campus, namely the residential student centre and the Church of the Resurrection.
2. To strengthen and grow our current ministries on campus at Stranmillis College, Belfast Metropolitan College, Ulster University Belfast and to explore new opportunities for mission across the city.
3. To identify, grow and develop servant-hearted leaders through the employment of a gifted and creative staff team, provision of a high quality internship programme, nurturing the discipleship of student and church volunteers, and in turn, helping these individuals to discern their wider vocation and role within the church and society.

Our Team

The Ministry Team at The Hub is led by our Chaplain, Rev Danielle McCullagh, and consists of our Associate Chaplain, Community, Outreach, Worship and Hospitality Ministry Leads and our Ministry Interns (who normally join us on a one year basis). This Ministry Team is supported by our Operations Manager, our Centre Manager, and Domestic Staff. This Team is part of a wider, developing Chaplaincy Ministry Team, which includes the Church of Ireland and Methodist Chaplain at Ulster University, Belfast, Gail Mercer.

Hospitality Ministry Team Lead

The Role

The role of the Ministry Lead for Hospitality is to oversee, coordinate and develop the ministry of Hospitality in a way which will encourage and enable the growth of Christian community across the Chaplaincy, with a particular focus on the Student Residential Community at Elmwood Avenue, the Church of the Resurrection Community and the wider community of students and university staff, whom the Chaplaincy seeks to serve.

The Ministry Lead for Hospitality will model a life of serving and encouraging the body of Christ (1 Corinthians 12:12, 27) and offering gracious hospitality as a vehicle for the life changing gospel of Jesus Christ (Acts 16:33-34)

They will be able to lead, champion and serve all aspects of the growth of Christian community, working under the direction of the Chaplain and in collaboration with other members of the staff team. We are looking for someone who has a heart and call for such a ministry, who will value and enhance the culture of the Chaplaincy, who will be an integral member of the team, who is honest, servant-hearted, hard-working, and who can demonstrate an aptitude and capacity for the work required. This involves envisioning, equipping, and mobilising servant hearted followers of Jesus Christ to promote unity, hospitality, discipleship, joy and creativity that the body of Christ might grow together and, in so doing, bear witness to Jesus.

Job Description and Responsibilities

- 1. CREATE A VISION FOR 'THE HUB CAFÉ', IN CONJUNCTION WITH THE CHAPLAIN AND MINISTRY TEAM**
 - a. Assess and explore the best use of space and facilities available within the remit of chaplaincy hospitality.
 - b. Identify new areas of potential operation or growth.
 - c. Identify and expand ministry opportunities, in line with chaplaincy ethos and in conjunction with the ministry team.

- 2. UNDERTAKE THE FULL RANGE OF TASKS IN THE HUB CAFE**
 - a. Manage the café so that it is operational Monday – Friday.
 - b. Preparation of food.
 - c. Serve customers and have a positive attitude.
 - d. Be prepared to 'lead by doing', setting an example for staff and volunteers to follow.

- 3. SUPERVISE ASSISTANTS AND VOLUNTEERS IN RUNNING THE CAFE**
 - a. Provide supervision for Hub Café staff and volunteers.
 - b. Encourage volunteer participation by students, resident and non-resident, in the Hub Café.
 - c. Encourage and co-ordinate placement opportunities for volunteers from partner organisations (e.g. The Orchardville Society).
 - d. Giving on-the-job training to volunteers as required.

4. AS PART OF THE MINISTRY TEAM, PLAY A PART IN SETTING THE ETHOS AND CULTURE

- a. Set a personal example of lifestyle and attitude in sympathy with the charitable ethos of the Church of Ireland & Methodist Chaplaincy.
- b. Assist and advise the team in preparing and delivering hospitality at events and programmes as part of the chaplaincy's work on campuses in Belfast.
- c. Work alongside chaplaincy staff under the supervision of the Chaplain to ensure smooth operation of all cafe activities.
- d. Seek to support and integrate the Cafe's work into wider chaplaincy ministry.

5. RUN A SUSTAINABLE BUSINESS

- a. Improve food and drink provision through ongoing review and enhancement of Hub Café Menu.
- b. Ensure compliance with all standards pertaining to Food Hygiene, Health & Safety including maintaining appropriate records.
- c. Follow good financial practice, including cash handling and recording.
- d. Supervise stock counts, ensuring adequate stock levels are maintained, stock rotation is carried out, and ordering food and drink.

6. WORK WITHIN THE STAFF TEAM

- a. Attend and participate in staff meetings for planning and to ensure good communication and the smooth running of chaplaincy life.
- b. Form part of the Hub core ministry team including Chaplain, Associate Chaplain, and other Ministry Leads.
- c. Work alongside and support the role of the Chaplain in the delivery of strategy, vision and mission.
- d. Relate well with the Chaplain and Associate Chaplain to ensure your own commitment to being disciplined, equipped, trained and developed.
- e. Engage fully with the Internship Development Programme.
- f. Be committed to the life and service of others on the staff team, working with humility, honesty and exemplifying the fruit of the Spirit.
- g. Pray with and keep the staff team accountable for seeking the Lord's direction on our planning, decisions, and direction.

7. CONTRIBUTE TO THE DEVELOPING CHAPLAINCY MINISTRY ACROSS BELFAST

- a. Contribute, as required, to the development of chaplaincy ministry in other locations across Belfast, including Ulster University Belfast and Belfast Metropolitan College

8. CONNECTING TO THE WIDER CHURCH

- a. Work within and promote the Chaplaincy across the Church of Ireland and Methodist Church in Ireland, seeking opportunities to share information about Chaplaincy ministry.
- b. Work within and help resource the wider ministry of the Church of Ireland and Methodist Church in Ireland.

To support you in undertaking this role, you will be provided with a personal training and development programme for formation and growth, as agreed with the Chaplain and Associate Chaplain.

It is a requirement of the post to participate in this programme. In addition, the Chaplaincy Board will seek to support staff in undertaking additional learning and development, in line with their Staff Development Policy. Further details are provided below, in the section titled Discipleship, Formation and Development.

Person Specification - Criteria & Competencies

Experience and Knowledge

- Experience in Hospitality provision and coordination in either voluntary or paid capacity.
- Experience of Business Management.
- Experience of leading and developing teams.
- Experience of working effectively within a team.
- Knowledge of Food Hygiene regulations. Up to date training and certification will be required immediately upon employment.

Skills and Abilities

- Ability to cook and/or bake to a high standard.
- Have excellent interpersonal skills across people of all ages – children, youth, student, and adult, including being good humoured.
- Demonstrable leadership skills and able to develop, supervise, and work alongside others in leadership roles.
- Ability to work effectively within a team, and able to demonstrate a high level of interpersonal skills in working alongside and reporting to others.
- Evidence of ability to work on own initiative and capable of generating new ideas and bringing them to fruition.
- Have proven organisational and administrative skills.
- Ability to set realistic goals and targets and establish a sustainable and growing pattern of work.

Attitudes and personal qualities

- Have a commitment to Christian community and a heart to see this grow in others.
- Willing to work within an environment in which both hours, patterns of work, and activity undertaken are flexible.
- Be willing both to lead and be led.

Christian Commitment

- It is a genuine occupational requirement that the Ministry Lead for Community is a truly committed Christian, in full support of the ethos, vision, ministry, and mission of The Church of Ireland and Methodist Chaplaincy Belfast
- The successful applicant will be committed, in their own personal life and journey, to the worship of God, service in Christian community, and outreach to others.
- The successful applicant will be able to clearly articulate their commitment to Christ, and be able to help others make a commitment to Christ.
- The successful applicant will have a commitment to personal Bible study, prayer and be able to help lead others, both individually and in groups, to grow through Bible study and prayer.
- The successful applicant will be able to work within both Anglican and Methodist traditions, exercising ministry in accordance with the ethos and practices of these churches.

Discipleship Development and Formation

“this is my prayer: that your love may abound more and more in knowledge and depth of insight, so that you may be able to discern what is best and may be pure and blameless for the day of Christ, filled with the fruit of righteousness that comes through Jesus Christ – to the glory and praise of God.”

Paul, writing to the church in Philippi, c. AD 60-62

We will be committed to investing in you, for who you will become after you leave us, as well as for who you will be during your time of employment. We will seek to help you to grow in faith, character, gifting, and servant-hearted leadership. Discipleship, Formation and Development will be both shared and bespoke. It is our aspiration to provide the following layers of support:

1. One-to-One discipleship and mentoring.
2. Individual Development –this will vary for each individual, focussing on growing your giftings and skills.
3. Activity Development – seeking out training opportunities related to your role, in accordance with the Board’s staff development policy and subject to available funding.
4. Planned retreat and residential/s (possibly in conjunction with other groups and ministries).

Remuneration & Benefits

1. Your contract will be for a fixed term of 3 years (subject to funding), commencing January 2024, depending on your notice period from current employment.
2. There will be a probation period of 6 months, at the end of which you may be confirmed in this role or released from it.
3. The starting salary will be £26,421 payable monthly in arrears.
4. We will pay an employer pension contribution of 8% salary.
5. All costs of residentials and retreats will be covered.
6. You will be reimbursed for Chaplaincy mileage at a rate of 45p per mile.
7. Working Time will be flexible, with patterns of work, annual leave, intense periods of ministry and rest explained as part of the recruitment process. The structure of a working week will vary according to ministry demands and term timetables.

How to Apply

In order to apply you will need to complete the application form online or, alternatively, return a paper copy to the Queen's University Chaplain, Rev Danielle McCullagh, by **5pm on Monday 27th November 2023**.

Online Application Form

The Online Application form is available here: <https://form.jotform.com/233186205682356>

For further details on how to apply, or if you cannot complete any aspect of the online form, please contact Dr David Rock at david@thehubbelfast.org

If you wish to discuss any aspect of the role, please contact the Chaplain, Rev. Danielle McCullagh at danielle@thehubbelfast.org

Chaplaincy Contact Details

The Church of Ireland and Methodist Chaplaincy
22 Elmwood Avenue
Belfast
BT9 6AY

Tel: 02890 667754 www.thehubbelfast.org

Additional Details

Employment is subject to an Access NI check at enhanced level.