



**FREE
METHODIST
CHURCH
IN CANADA**

Retired Ministers Team Project Coordinator New Horizons Grant 2022-2023

Job Description and Contract (8.5 hours weekly for 36 weeks)

Qualifications & Responsibilities:

The Project Coordinator will support the Retired Ministers Team and the Free Methodist Church in Canada (FMCiC) with the implementation of the New Horizons 2022-2023 grant entitled “Connecting and Empowering Ministerial Retirees”. The grant will cover three initiatives: 1) Develop a Strategic Plan, 2) Begin to implement the Strategic Plan, 3) Hold in-person events to bring retirees together.

The Project Coordinator will be proficient in virtual technology and communication platforms.

Supervision: The Project Coordinator will report on outputs to the Retired Ministers Team (RMT) and to the Free Methodist Church in Canada (FMCiC) representative as their direct supervisor. A schedule of regular deliverables will be agreed upon, with a review of outputs.

Conduct: Acting in a position that works with retirees, pre-retirees, spouses of retirees, and the community, it is essential that the Project Coordinator maintain the highest level of integrity. The Project Coordinator will operate in keeping with the policies of the Free Methodist Church in Canada. Breach of confidentiality will be grounds for dismissal.

Gifts and Skills: This position requires:

- proficiency in virtual technology with the ability to interface with online media platforms such as Zoom;
- understanding of Social Media and experience in using it for promotional and communication purposes;
- proficiency in writing reports;
- understanding and experience in working with seniors;
- proficiency in staying within the allocated budget;
- experience working with volunteers; and
- a testimony of faith in Jesus Christ as Saviour and Lord.

In carrying out the assigned duties the Project Coordinator will demonstrate appropriate levels of competence in:

- personal effectiveness including flexibility/adaptability, critical thinking and communication;
- building relationships and collegially working with people;
- managing own time to achieve key responsibilities;
- strategic thinking, innovation, and knowledge sharing; and
- competency in computer programs and media platforms.

Key Responsibilities and Assigned Duties:

A. Support Virtual Events

In consultation with the RMT and the FMCiC assist with and provide support:

- a) create the Zoom links, promote and host the Zoom events;
- b) connect by email or phone as needed to invite attendees to the Zoom events;
- c) educate retirees on using technology to assist them with the Zoom experience;
- d) develop an on-going virtual social connection framework as indicated by the Strategic Plan; and
- e) develop a budget for all the events and stay within the assigned budget.

B. Plan In-person Events held at FMCiC Venues

In consultation with the RMT and FMCiC assist with and provide the following support for the in-person events:

- a) book venues, meals and refreshments- work with the FMCiC camping venues to book;
- b) book speakers- work with the RMT to develop topic list and speakers;
- c) develop event itinerary-work with RMT to develop schedule;
- d) develop promotional materials and ensure they are communicated to the RMT's community of interest; and
- e) develop an on-going in-person social connection framework.

C. Develop Communication Plan

In consultation with the RMT and FMCiC, assist with and provide the following support for communication to RMT's community of interest:

- a) develop tools - such as a virtual newsletter;
- b) further enhance the FMCiC website tab for Retired Ministers by working with the FMCiC communications team;
- c) social media - develop framework for communication through social media; and
- d) ensure that communication initiatives are sustainable

D. Assist with Strategic Plan Implementation

In consultation with the RMT and the FMCiC assist with and provide support:

- a) Work with RMT to support implementation of the strategic plan recommendations

SECTION II: Conduct & Arrangements:

1. Conduct:

It is essential that the Project Coordinator maintains the highest level of integrity and confidentiality and lives above reproach and as a model of holy living. The Project Coordinator shall conduct him/herself in accordance with the policies of the FMCiC as per the Manual of the FMCiC. Accordingly, the Project Coordinator will be disciplined for:

- teaching contrary to the Articles of Religion or the membership covenant of The Free Methodist Church in Canada;
- behaving in a manner that is immoral, criminal or unbecoming a leader;
- exhibiting a contentious or uncooperative spirit resulting in insubordination and a willful refusal to recognize the church's authority;
- disobeying the provisions of The Manual of The Free Methodist Church in Canada or enabling such disobedience;
- public communications on social media or in a public forum which reflects unfavorably on the ministry and leadership of the FMCiC and on Christ.

2. Confidentiality:

The Project Coordinator acknowledges that all information received from FMCiC in the course or in connection with the provision of the Services and all information that the Consultant develops as part of the Services is to be considered as "Confidential Information" for the purposes of this Agreement. However, information is not to be considered as "Confidential Information" if it is:

- a) generally available to the public or becomes so available through no fault of the Consultant;
- b) already known to, in the possession of, or developed by the Consultant, as documented by reasonably convincing written records possessed by the Consultant prior to the disclosure by FMCiC;
- c) received by the Consultant in good faith and on a non-confidential basis from a third party who lawfully obtained and disclosed such information to the Consultant;
or
- d) required to be disclosed by enforceable legal process.
- e) The Project Coordinator shall keep the Confidential Information strictly confidential. The Consultant shall not use the Confidential Information for any

purpose except to permit the Consultant to fulfil its obligations under this Agreement. The Consultant shall not provide or otherwise make available the Confidential Information, in whole or in part, to any person.

f) The Project Coordinator acknowledges that improper disclosure or use of the Confidential Information may cause irreparable harm that may not be adequately compensated by damages. The Consultant agrees that in addition to all other remedies that FMCiC may have, FMCiC may seek and obtain from any court of competent jurisdiction injunctive relief in respect of any actual or threatened use or disclosure contrary to the provisions of this Agreement.

3. Arrangements:

This 8.5 hour / week position is remunerated twice monthly at a rate of \$20.00 per hour for 36 weeks for a total remuneration of \$6,250. Hours must be documented and approved by the RMT/FMCiC representative with invoices submitted to the FMCiC. The understanding is that this income will be claimed personally. There will be no CPP and EI provisions. This will be considered a Personal Service Contract, invoiced at 4 stages based on deliverables for each stage. A T4A will be issued.

Termination –

a) *Without grounds for termination:* The contract employee is entitled to a minimum of 30 days notice by FMCiC.

b) *With grounds for termination:* FMCiC is not required to provide any notice or pay in lieu of notice provided.

The contract employee is required to give 2 weeks notice of his/her intention to leave employment with FMCiC. All files are required to be returned in good order both electronic and paper.

CONTRACT

I have read and understand the terms and conditions of this contract. I acknowledge that the role of the contract Project Coordinator with the Free Methodist Church in Canada encompasses duties as written in the above Job Description. In signing the contract for this position, I also acknowledge the need to discuss with the Retired Ministry Team and FMCiC representative on how best to prioritize duties and establish goals under the terms and conditions of employment. This job description is the basis for my performance appraisal by the Retired Ministers Team and FMCiC representative.

Project Coordinator

Signed _____ Name (print) _____

Date _____

FMCiC¹ Designates:

Signed _____ Name (print) _____

Date _____

Signed _____ Name (print) _____

Date _____

1