

MINISTRY PROGRAMS COORDINATOR

Why the position exists: Reporting directly to the Chair of Council, indirectly to the Pastor on a more frequent basis and acting autonomously as required, this position exists to provide support to the volunteer leaders of key Ministry Programs so that the purpose and goals of each are achieved without placing undue burdens on the Leaders. In addition, a key outcome will be that our Pastor will have more time made available for the exercise of his own Ministry and Calling as Shepherd of the flock. Through discharging the duties and responsibilities of the position, it is an expected outcome that there will be greater collaboration, cohesion and two-way communication among the various church groups and Council.

Main Responsibilities (this may evolve over time)

The responsibilities include but are not limited to the following:

- **Create and Manage a Volunteer Management Program**

- Is responsible for setting-up and managing the online software program called Planning Center
- Works collaboratively with Program Leaders to implement it across the board

- **Sunday School**

Working collaboratively with the volunteer leaders, the incumbent will;

- research and decide on the Church School curriculum for each grade
- recruit teachers and construct a suitable schedule
- work together with the Worship Team to schedule and plan Church School involvement in special Worship Services, for example at Christmas and Easter
- Monitor how well the overall Church School Program is working out and adjust as necessary

- **Small Group Ministries**

- is the "cheerleader" of Small Group Ministries by promoting participation through such things as testimonies, one-on-one-contact, bulletin inserts etc
- in conjunction with the Pastor, source and decide on discussion materials using a variety of types such as booklets, podcasts, video, Banner magazine articles etc.
- in discussion with present Group Leaders, identify those among participants who would be good candidates as future Group Leaders
- devise and implement training programs for new Leaders and personally mentor or arrange mentorship for them
- maintain contact with all Leaders in an active program to get feedback on how well the Ministry Program is working out. Respond and/or report as necessary

- **Youth Group**

- Foster and build a supportive relationship with Youth Group Leaders by regularly checking in with them. This could involve periodic phone calls, attending a Youth Group Meeting or event, or an ad-hoc conversation after Sunday Worship etc
- Work collaboratively with the current Youth Group Leaders to identify possible future candidates for Leadership roles and assist in the recruitment and training of such as needed
- As required by the Youth Group Leaders, provides help with special events such as Serve, Fundraisers, Youth Group involvement in worship service etc

- **Gems/Cadets**

- Foster and build a supportive relationship with Gems and Cadets Leadership by regularly checking in with them. This could involve periodic phone calls, attending a Meeting or event, or an ad-hoc conversation after Sunday Worship etc

- Work collaboratively with the current Leaders to identify possible future candidates for Leadership roles and assist in the recruitment and training of such as needed
- As required by the Leaders, provide help with special events
- **Safe Church Team**
 - The incumbent is a sitting Member of the Safe Church Team
 - Assist the Safe Church Team in ensuring the Church's obligations are met regarding Service Records, Police Checks and Covenants of Care. This may involve following up with those who are late with, or reluctant to, cooperate in a timely manner
 - Help the Safe Church Team promote the necessity of compliance
- **Home Studies**
 - Working collaboratively with the Pastor, source and acquire take-home devotional and study materials suitable for both individuals and families

Key Attributes Required

- The incumbent will possess the ability to work supportively, co-operatively and collaboratively with Ministry Leaders. A disposition of a willing and able servant-leader with an enthusiastic, passionate can-do attitude is essential
- The incumbent will be a "Team Player" possessing strong "soft skills", particularly in listening with empathy, encouragement, showing genuine interest, persuasion, offering ideas and alternatives etc. The ability to forge relationships and foster teamwork is essential, as is getting along with everybody. A fair degree of emotional intelligence is needed
- Strong organizational, multi-tasking and time-management skills are essential
- Good communication skills, orally and in writing
- A willingness to work as required outside regular, normal work hours and to be receptive to after-hours calls and messages from Ministry Leaders
- A good working knowledge of Microsoft Word, Excel, PowerPoint, Publisher, Google Docs.

Key behaviors

- **Be Involved** – Get out and about among the various programs. Be proactive. Don't wait till they come to you. Get to know each Ministry's Purpose, People, Problems and Plans and keep humble
- **Adopt the lower position** – The Ministry Programs are "owned" by their Leaders. Tread carefully. Avoid all temptation to take charge. Help the Leaders work things out-don't tell them what to do. Build strong relationships. Use your "emotional intelligence" fully
- **Keep Well-Organized and Plan** – There are many "balls to keep in the air". Visual Controls work best for some but use the computer if it works for you

Key Outcomes

- All Ministry Programs run successfully and smoothly. The Leaders are not unduly stressed, are excited about their Programs, have succession plans or ideas and can see spiritual and numerical growth
- The Pastor is reliably supported at all times, relieved of the time-consuming burden of Ministry oversight so he can concentrate on discharging his Ordination Vows: Preach the Word; Lead the Congregation in Worship; Pastoral Care of the Flock and Evangelism