

# JOB DESCRIPTION / MINISTRY COORDINATOR

Mission Hill Church / Mission Hill Fellowship of Calgary

## **FOCUS**

The focus of this position is to help facilitate and implement the vision of Mission Hill Fellowship of Calgary (MHFC) through the oversight of various ministry team's organizational and administrative needs (ie., family ministries, MHFC's financial processes, and general office admin). This would include, and is not limited to, supporting the Lead Pastor and church staff as well as the treasurer of MHFC.

## **QUALIFICATIONS**

1. Models a passion for God, a love for people, and a life that exemplifies personal holiness and prayer. Meets the biblical qualifications for deaconship (1 Tim.3 & Titus)
2. Proficient in one's ability to share the gospel and counsel one's self according to scripture.
3. Experience in supporting teams towards desirable goals and developing passionate followers of Jesus Christ.
4. Demonstrating spiritual giftedness essential for the position.
5. Demonstrates capabilities to perform necessary tasks and responsibilities of that of a deacon: biblical understanding, counselling, administration, and care.
6. Demonstrates the pursuit of accountability within the church body. Models a humble and teachable spirit; desiring personal and professional growth.
7. Demonstrates good time-management
8. Post-Secondary Education and relative ministry experience of 3-5 years.
9. Prayerfully supports, uplifts, and encourages other pastors and ministries; modeling kingdom ministry and Christian fellowship within the city of Calgary.

## **ONGOING PERFORMANCE STANDARDS**

1. Uphold the ABMB Confession and Acts 29 Statement of Faith.
2. In good standing with the ABMB Code of Conduct for credentialed pastoral staff.
3. Uphold MHFC's mission, vision, and policies as described in the policies handbook.
4. Help retain leaders who also adhere to the values of the church.
5. Demonstrate effective administrative support of key ministry areas.

## **EXPECTATIONS**

1. **Administrative Duties** - (Time - 60%) Providing administrative support to ministry leads, both lay and staff leaders, within the church's ministry teams.

- Collaboratively implement resources and administrative needs for Sunday morning kids church and kids camps (ie., check-in, plan to protect, etc)
  - Collaboratively support existing kids ministry team lay leadership team to implement vision and resource volunteers
  - Oversee collaborative implementation of creative elements pertinent to ministries (ie., admin, Sunday AM systems, and children’s ministry organization); including collaborative support of Ukrainian ministry and potentially similar partnered ministries
  - Primary coordinator for office bookings and ministry calendar needs
  - Provide training opportunities for ministry administration systems and specified support the church’s treasurer
2. **Leadership Support** - (Time - 30%) Providing administrative support and expertise to the ministries of Mission Hill Church
- Collaborative long-range support for lead pastor incorporating awareness of ministry need and long-range planning supporting all ministry teams
    - Support marketing and communications
    - Weekly planning with staff
    - Assist treasurer with monthly expenses
  - Building relationships with ministry partners beneficial to essential ministry goals/vision
3. **Pastoral Care** - (Time - 10%) To provide compassionate, competent, and effective spiritual care for team members and volunteers
- Be available to meet with others in a reasonable capacity and demonstrate the ability to effectively counsel and encourage others from scripture
  - Demonstrating knowledge of when to access referrals and outside resources, and maintain professional confidentiality with others

This position is liable to periodic adjustment, for such areas as time-allotment or dispersion of responsibility to new volunteers or staff members, upon the agreement of the Lead Pastor and elders board. Any such changes will be discussed and signed by both parties to allow clarity moving forward and proper staff evaluations.

Signatures

Date

---

Accepting Staff Member

---



---

Board Member / Lead Pastor

---