



Ministry Coordinator

~ Executive and Core/Campus Teams ~

Permanent, 32 hours/week

Hello! We are Centre Street Church, committed to making an impact on people's lives, our communities and in the world. How do we do that? By leading people to Jesus and helping them become fully devoted followers of Christ. That's the driving purpose behind everything we do.

Though we are a large church, at our core we are a network of small communities. These small communities function as extended families that support and challenge one another through discipleship. All of these communities networked together make us united as one large church that gathers weekly for worship over 9 services across 5 campuses.

We are looking for a **Ministry Coordinator** to join us on this exciting journey God has us on.

If you have a passion for administration, have a heart to make a difference in people lives, and are excited about how our Community Groups ministry can help us accomplish our mission of introducing people to Jesus and helping them become fully devoted followers of him, we would love to talk to you.

Please note that flexibility is required as this role involves some evening and weekend responsibilities.

ROLE DESCRIPTION

The focus of this position is two-fold:

1. To provide administrative support to Sr Exec Pastor
2. **To** provide ministry coordination to Campus/Core team

Reporting to the Senior Executive Pastor, the specific responsibilities of this position include, but are not limited to:

Administration:

- Administrative support for Campus/Core team including meeting agenda, action items, developing reports, and other needs that might arise.



- Administrative support and logistical planning for successful Campus/Core execution of special events and occasional weekends (conferences, events, seminars, campouts, etc.).

Information Management and Tracking:

- Maintain consistent use of Rock across all ministry/departments.
- Maintain Ministry Health Report and assimilate metrics into quarterly reports.
- Maintain CSC calendar and communication to staff.
- Maintain weekend attendance reports.
- Assist in ministry planning process including the ministry planning schedule, accountability to timelines established, support ministries in planning process, ensuring completion of the planning process and necessary reporting to the Board of Governors.
- Maintain and track budget expenses. Prepare cheque requests.

Communication:

- Ensuring updates and maintaining relevant aspects of CSC website.
- Timely communication with Ministry or Departments from Campus/Core team or Senior Executive Pastor.

Ministry Assistance:

- Administrative support to various aspects of Leadership Development at CSC
- Assist in all aspects of summer student ministry:
 - Application from CSC ministry/departments
 - Application to government
 - Onboarding, training, supporting summer students
- Assist Senior Executive Pastor in coordinating meetings, carrying out initiatives, scheduling meetings, carrying out ministry events.
- Available to assist at various campus locations on evenings or weekends to carry out ministry.

Ministry Coordination:

- Provide ministry coordination to ministry initiatives such as conferences, courses, training sessions, events.



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cchurch.ca

QUALIFICATIONS

- A person who models a passion for God, a love for all people, and a life of personal holiness and prayer with a clear understanding and passion to see people grow to be Fully Devoted Followers of Jesus Christ.
- Understands the ministry of the church and the business of the church and has a deep awareness of the importance of the support role administrative staff provides.
- Excellent communication skills.
- Excellent balance of people and task skills.
- Proven ability to work through volunteers and extend invitations for them to serve.
- Spiritual gifts essential to the position must be evident including the gifts of Administration, Helps, Encouragement and Wisdom.
- Proven ability to multi task and work effectively in a multi person office environment.
- Proven working knowledge of such programs as Microsoft Word, Excel, Outlook.
- If married, demonstrates a strong and healthy marriage and family, with spousal commitment to their calling into ministry and spousal involvement in the life of CSC as a participating member.
- Proven ability to deal with diversity and change on an ongoing basis.
- Dedicated to excellence.

EXPECTATIONS

Understand, adhere to and champion established staff culture and leadership standards:

- Actively participate in, or lead a Missional Community Group.
- Create and maintain a written Our Work Matters document, focusing on achieving the documented goals established in the agreement.
- Actively participate in staff meetings, retreats, organizational development days, outreach initiatives, all-team days, membership meetings and special events designated by Senior Leadership as required.
- Understand, support and live out CSC's Membership Covenant and Statements of Faith (as defined in the General Operating Bylaws and Letters Patent).
- Adhere to and uphold the Personnel Policies, Staff Values and Staff Expectations of CSC.
- Follow established coaching and performance management models.
- Discover, develop, and deploy volunteers for the work of ministry.
- Execute the role to the glory of God, with excellence and an exemplary work ethic

APPLICATION PROCESS

If you can “check the boxes” above, we want to hear from you! Please apply by completing our [CSC Employment Application](#) and sending it along with your resume and cover letter to careers@cchurch.ca.