The focus of this position is to provide leadership over administrative and ministry CORE functions/logistics within Youth Ministries and Grade 5/6 under the direction of the Family Ministry Pastor. This will be accomplished by providing quality and professional administrative support to Grade 5/6 Ministries and Youth Ministries while giving leadership to volunteer teams, ministry functions/processes, and execution of ministry strategies.

1. 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.
2. Spiritual gifts essential to the position must be evident including the gifts of Administration, Helps, Encouragement, Leadership and Discernment.
3. Understands the ministry and business of the church with a deep awareness of the importance of relationships, flexibility and the integral support administrative staff provide.
4. Understanding of the unique challenges, issues, and current realities facing students and strategies/resources to effectively reach and equip students/families in their faith.
5. Has an understanding of the spiritual development of students, families and volunteers.
6. Proven ability to recruit, equip, train, retain and work through volunteers with a natural ability to invite them to serve the Kingdom in their area of giftedness.
7. Excellent relational, communication, project management, and task management skills with a proven ability to handle crises.
8. Excellent balance of people and task skills with a proven ability to handle crises.
9. A demonstrated team player that is organized, efficient and dedicated to excellence for the glory of God.
10. Proven ability to multi-task and work effectively in a collaborative work environment.
11. Proven ability to deal with diversity, change and innovation on an ongoing basis.
12. Must live in Calgary or be willing to relocate to Calgary.
13. 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.
14. Proven working knowledge of a variety of social networking platforms, including Facebook, Instagram, YouTube, the Internet etc.,
15. Proven working knowledge of database management, website management, and other programs such Microsoft Word, Excel, Outlook, Power Point etc.
PERFORMANCE STANDARDS

1. Understand, support and live out CSC’s Membership Covenant and Statements of Faith (as defined in the General Operating Bylaws and Letters Patent).
2. Adhere to and uphold the Personnel Policies, Code of Conduct, Job Performance Expectations, Team Values, Lifestyle Agreement and Staff Expectations of CSC.
3. Follow established coaching and performance management models.
4. Attract, empower, develop and shepherd volunteers
5. Execute the role to the glory of God, with excellence and an exemplary work ethic

REPORTING STRUCTURE

The Youth Ministry (YM) Ministry Assistant is part of the Central Campus Team. However, the role serves Grade 5/6 (GR56) and YM and as a result, serves all campuses. This role reports and works under the leadership of the Family Ministry Pastor.

The YM - Ministry Assistant will work collaboratively with the GR56 and the YM Staff Team.

The YM - Ministry Assistant will work with the Family Ministry Pastor for vision, ministry alignment, consistency around policies, best practices, and CORE Administrative / Ministry functions across all campuses.

POSITION EXPECTATIONS

GENERAL

1. Serve and lead with the Central Campus Staff at all required events and activities.
2. Attend all required meetings/events/activities for Centre Street Church, GR56, and YM. This includes: staff meetings, prayer meetings, special events, retreats, membership meetings, staff development days, strategic ministry planning sessions, and other events as designated by the Campus Pastor or Family Ministry Pastor.
3. Fulfill other duties as requested by the Campus Pastor or Family Ministry Pastor.
4. Create and maintain a written Accountability Agreement with the Campus Pastor, focusing on achieving the documented goals established in the agreement.
VISION AND STRATEGY IMPLEMENTATION

1. Provide input into the all-campus GR56 and YM Strategic Ministry Plan, which is collaboratively developed by the CORE Children’s Ministries and YM Team.
2. Lead through strategic change in YM with excellence using the vision, strategies and goals found in the Strategic Ministry Plan.
3. Partner with the Family Ministry Pastor in casting vision for YM, which is to make fully devoted followers of Jesus by helping students believe in Christ, belong to His body, be trained in truth, and be strong in ministry.
4. Ensure YM is operating in a way that embodies the philosophy of being “one Youth Ministry at all CSC Campuses”.

ADMINISTRATIVE SUPPORT AND MINISTRY COORDINATION

1. This role is intended to support GR56 and YM at all campuses and as a result, there is an expectation that all functions, processes, and work flows lead towards ministry unity across CSC.
2. This role is a combination of weekday, weekend, and evenings. The role must be flexible and must easily adapt to evening events, retreats, weekend programming, and mid-week Community Groups.

Leader Recruitment, Equipping, Empowerment, and Development

3. Actively recruit, equip, empower, deploy and provide leadership over servant leaders as they carry out the work of ministry (hereby referred to as “Teams”). This includes creating Teams for data entry, Policy To Protect (P2P) compliance, and other administrative/ministry responsibilities.
4. In collaboration with YM, carry out appropriate training and equipping opportunities for Teams.

Administrative Coordination

5. Effectively organize and respond to general mail, telephone messages, email messages, correspondence requests, and intake forms.
6. Organize, maintain, and complete essential documentation/files, supply orders, and recording ministry-related meetings notes.
7. Obtain, organize, complete, and maintain all information required for the Ministry Health Reports for GR56 and YM.
8. Collect, track and follow-up with all GR56 and YM generated items, including: attendance, identified database issues, contact notes/items, student/parent connection requests, volunteer paperwork and CORE workflows.
9. Organize and book all CSC and off-site facilities for meetings, events, retreats, and special functions.
10. Maintain the GR56 and YM budget income and expenses.
11. Input, manage, and maintain the database and CORE specific tracking systems, as well as ministry and staff calendar coordination.
**Events, Retreats, Special Functions, The Pursuit, Summit and Special Functions**

12. Ensure all communication, administrative, P2P, and CORE functions/logistics are completed for events, retreats, and special functions (booking buses, medications, food allergies etc.)

13. Provide collaborative leadership and support for The Pursuit and Summit gatherings, ensuring all communication, administrative and CORE processes are completed.

14. Provide administrative support to GR56 and YM Team training events.

**Communication - Internal and External**

15. Collaboratively work with the Communications Team for all GR56 and YM CRS requests ensuring the timely development, creation and delivery of promotional materials for weekend programming, mid-week Community Groups, events, retreats, and other ministry needs.

16. Provide consistent leadership to the execution of the YM Communication Plan, which includes specific communication for students, parents, and leaders.

17. Ensure the GR56 and YM website is updated, maintained, and reflects unity across CSC.

18. Serve as communication liaison on the Administrative Assistant Team, attending pertinent meetings and interacting with other CSC staff as requested.

**On-Boarding Students and Leaders**

19. Ensure CORE on-boarding processes for new students and leaders is consistently managed and followed through until person is connected.

20. Ensure leaders who are actively serving have their P2P paperwork completed and up to date.

21. Collaborate with the Volunteer Connections Team to ensure leader paperwork is completed, submitted, and followed up with.

22. Collaborate with the Volunteer Connections Coordinator in the maintenance of the CSC database system pertaining to GR56 and YM students, families, and volunteers.

**Youth Ministry Participation**

23. Participate in youth events, retreats, other special events for the purposes of developing relationships with students, leaders, and families.

24. Actively participate in, or lead a Community Group.

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**POSITION**

Full-Time
40 hrs/week.

**SUPERVISOR**

Family Ministry Pastor

**POSITION SALARY**

According to CSC salary guidelines