

Ministry Associate, Calgary

PRIMARY OBJECTIVES

The Ministry Associate reports to the Lead Pastor of Village Calgary and oversees Site Operations, Events and Administration matters to ensure those who attend the Village Calgary site are growing, connected through serving and engaged in the life of the church. He or she loves Jesus, His people and those yet to know Him, and has a spiritual gift mix/skill-set that includes hospitality, leadership, and administration.

DEMONSTRATED QUALITIES

- Active, growing, and strong relationship with Jesus, a good reputation with others.
- Ability to cast vision, inspire teams, and effectively communicate verbally as well as in writing to individuals and groups.
- Proven ability to identify, recruit, develop, and oversee leaders.
- Loves and knows the bible.
- Experience in serving the local church is an asset, but not limited to vocational ministry.
- Able to organize, administrate, and see projects to completion.
- Strong attention to detail while managing multiple projects; reliable.
- A good communicator who can prioritize tasks in a fast-paced environment.
- Dependable, flexible and servant-hearted enough to do any job with joy and passion.
- Fulfills the character qualification as highlighted in 1 Timothy, Titus, and the Village Church Staff Manual.

RESPONSIBILITIES

- Work to implement the mission and vision of Village Church and creates location-specific goals/events to accomplish that mission.
- Drive Village Connect data management (forms, sign ups, groups... etc.) for Village Calgary
- Ensure follow-up or next steps are happening with every individual request (new families, community groups, etc).
- Assist Lead Pastor in initiating, planning and running Village Church Calgary events.
- Work with Village Communications and Marketing Strategy (COMMS) to promote/report on Village Church Calgary stories of transformation and initiatives.
- Oversee or assist evening/weekend meetings as assigned (i.e. Leadership Training, Lead Team meetings, etc.).
- Provide updates to Lead Pastor, Basecamp reports, etc. as assigned.
- Consistently invite new people to connect in authentic community or ministry groups.
- Thank at least three volunteers on a weekly, ongoing basis.
- Intentionally pursue relationships with unchurched people.
- Develop and oversee assigned Staff at the Calgary location both mid-week and Sunday.
- Ensure an ongoing level of quality control over the operations of Village Church on Sundays, and for other Village Church Calgary events.



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KEY RESULTS

- Higher percentage of people volunteering and serving in meaningful ministry opportunities.
- Increased responsiveness in all administration surrounding site events and site operations
- Stronger relationships and partnerships with key leaders as identified in the Village Church Calgary community.
- Increased capacity for Calgary Lead Pastor to be involved in all areas of Village Church Calgary.