



**AIM:**

Seeking a Full-Time Ministry Director  
Reports to: Lead Pastor

Emmanuel Evangelical Missionary Church (EMC) is committed to Making Faith in Jesus Live in Elmira, ON and throughout the world. We seek to make disciples with living faith in Christ through five pillars of ministry: Word. Biblical Community. Worship. Prayer. Outreach. This mission takes a village since Christ's desire for His people is to see us all empowered and equipped "for works of service, so that the body of Christ may be built up (Eph 4:12)."

Given that vision, the primary focus for this role is the behind the scenes administrative and equipping work to enable us to effectively shepherd and steward our people into the works God has prepared in advance for them to do (Eph 2:10). This individual will be like the bones in this particular body of Christ, giving support and structure to our ministries with the goal of enabling and equipping our congregants to engage in effective ministry in keeping with their gifting and capacity.

This is a full-time role with salary and benefits.

- Salary Compensation for a successful candidate fulfilling the basic requirements of this role begins at \$50 000, with a range up to \$60 000 for a candidate with significantly more relevant experience and training.

**CORE RESPONSIBILITIES**

**Ministry Direction and Equipping**

1. Directing those involved in our ministries – 40%
  - Recruiting people who model living faith in Jesus and are able to help others become reproducing followers of Jesus in accordance with recruitment policy
  - Scheduling those serving in our Sunday services: musicians, media, sound, hospitality
  - Scheduling those serving in Sunday school: kid's check in, teachers, hall monitor, helpers
  - Oversee weekly service script and send it to those involved in Sunday's service
  - Support in planning and operation of special events
  - Modeling Christ in everything: "Imitate me as I imitate Christ" (1 Corinthians 11:1)
  - Other duties as assigned
2. Discipling and Ministry Support – 15%
  - Works with our ministry team and Elders Board to ensure the children's curriculum is faithful to our Statement of Faith and Practice and effective in helping children grow in living faith in Christ
  - Works with Lead Pastor and Elders Board to regularly evaluate our current approaches to making disciples and helps envision new possibilities
  - Equipping and encouraging congregants to serve according to their giftings
  - Prays for and with those serving in our ministries
  - Assist other ministries as needed (ex. Youth, Seniors)

## Administration

3. General Office Manager tasks – 25%
  - Will keep regular office hours and attend weekly staff meeting
  - Keep church website current, and overall communication and promotion to keep attendees and community informed on church events
  - Create slides (Canva) and prepare media computer (EasyWorship) on weekly basis
  - Generate weekly MailChimp email newsletter
  - Maintain church events and bookings calendar (Google and Ministry calendar)
  - Manage emails, phone messages and mail
  - Office Management (procurement of supplies and office budget supervision)
  - Maintain church attendance records and share with Lead Pastor and Elders on monthly basis
  - Works with Boards to review and update policies
  - Submit reimbursements and bills to bookkeeper
  - Other duties as assigned
  
4. Risk Management – 20%
  - Ensures ministry practices are in accordance with our Risk Management policy to ensure a safe and trustworthy environment
  - Facilitates regular Risk management training for those serving in our ministries
  - Works closely with Deacon Board representative

## BONA FIDE OCCUPATIONAL REQUIREMENTS

The following are considered to be bona fide occupational requirements of this position. They're required to attain the position, as well as to continue in it.

- Faith: the Ministry Director must possess a sincere and enduring faith that aligns with the Statement of Faith and Practice of The Evangelical Missionary Church of Canada and be able to become a member in good standing of EEMC.
- A Christian Lifestyle: the Ministry Director must have a lifestyle consistent with biblical Christianity, actively pursuing being filled with the Spirit and manifesting the fruit of the Holy Spirit (see Galatians 5:22-23), and actively abstaining from sinful behaviour (ex. Galatians 5:19-21).

## QUALIFICATIONS:

- Experience:
  - At least 3 years of relevant professional ministry experience with a theologically compatible Church or ministry organisation; OR,
  - At least 3 years of relevant professional experience AND volunteer ministry leadership experience in a theologically compatible Church or ministry organisation.
- Post Secondary Education in a relevant field, such as Administration, Management. A Bachelor's Degree in ministry, theology, or divinity would be an asset.
- Legal Standing or Clearances: a clear criminal record check and vulnerable sector check.

**CORE COMPETENCIES:**

- Knowledge: The Ministry Director will have a working knowledge of computer systems and structures to effectively organize people and best practices for risk management. They will have working knowledge around discipling children and equipping people to recognize and serve in their spiritual giftedness.
- Skills: The Ministry Director will be skilled in administration, scheduling, managing people, written and verbal communication, computer and media, delegation, and building teams.
- Personal Characteristics: The Ministry Director will, above all other considerations, have a personal and enduring relationship with the Lord, as will be increasingly evidenced by the fruit of the Holy Spirit (see Gal 5:22-23) in his/her spiritual walk. S/he will be a humble, trustworthy, and effective servant-leader who inspires others to action and helps maintain a positive focus without ignoring interpersonal or organizational problems that require attention. This person will be patient and consistent, understanding that ministry is a marathon, not a sprint, and that success is seeing others empowered to succeed.

**WORKING CONDITIONS**

| Physical Conditions | Cognitive Conditions        | Logistical                |
|---------------------|-----------------------------|---------------------------|
| Office environment  | Stressful situations        | Variable hours            |
| Church environment  | Frequent multitasking       | Long hours                |
|                     | Fast-paced work             | Multiple work locations   |
|                     | Competing demands           | Remote working conditions |
|                     | Frequent change             |                           |
|                     | Autonomous work             |                           |
|                     | Difficult conversations     |                           |
|                     | Maintaining confidentiality |                           |

***Applicants will only be considered if they include a cover letter and resume that clearly demonstrates how their previous skills and experience correspond with the above requirements.***

Submit cover letter and resume to Pastor Paul Westerholm: [paul@ecelmira.com](mailto:paul@ecelmira.com)

Applications are due by noon on Saturday, January 7, 2023

*Emmanuel Evangelical Missionary Church welcomes and encourages applications from people with disabilities.*

*Accommodations are available on request for candidates taking part in all aspects of the selection process.*