

Part-Time Ministry Coordinator

JOB TITLE: Part-Time Ministry Coordinator (Lake Country)

JOB STATUS: Part-Time 10 hours per week

REPORTS TO: Location Pastor / Executive Pastor

About:

Willow Park Church (WPC) is a multi-location, life-giving, multi-generational Christian church in Kelowna, BC. Our vision is to see "lives transformed by Jesus in the Okanagan Valley."

WPC is looking for an experienced, pastorally gifted Ministry Coordinator for our growing Lake Country Location to support the campus Pastor in accomplishing the church's mission through ministry effectiveness in pastoral care, community outreach, community building and the welcome process. Additionally, the role will include assisting in the administration of the campus.

We are looking for a committed Christian who is enthusiastic about ministry in the local church and our vision for the region. Excellent communication and organisational skills are essential, along with high enthusiasm and attention to detail.

The Ministry Coordinator will interact with a wide range of people of all ages. Therefore, they must be professional and personable - committed to encouraging and nurturing a culture of enthusiastic volunteering.

A willingness to become a member of WPC is a must.

Expectations:

- Highly motivated to succeed with a "whatever it takes" work ethic
- Effective organisational, communication & multi-tasking skills - reliability and excellent timekeeping are essential.
- A fast learner, energetic & ambitious to see WPC's vision fulfilled
- Detail-oriented with a passion for excellence
- Personable, professional, responsible, mature & discreet
- Ability to work with a team to manage a budget and plan accordingly
- Ability to consistently follow through and follow verbal and written directives

Responsibilities Specific to Ministry Coordinator:

- 1) Oversee and manage the Welcome-to-Connection-to Discipleship Process
- 2) Work with Lake Country Children's Ministry Worker to reach out and minister to local families and assist with Children's administration needs.
- 3) Volunteer Co-ordination for ministries and planning center oversight
- 4) Support Location pastor in on implementation of ministry plan

PREFERRED QUALIFICATIONS:

1. A Growing Christian with a love and passion for ministry.
2. Minimum of 5 years experience in paid or key-volunteer ministry work, including but not limited to: leadership, administration, small group leadership, and organizing a ministry.
3. Demonstrated ability to recruit, supervise, train, organize, and lead volunteers.
4. Experience in organizing and managing events.
5. Effective communication skills (oral and written).
6. Possess strong interpersonal relational skills and positive conflict resolution abilities.
7. Valid driver's license.
8. Initiative to work both independently and with a team with minimal supervision.
9. Endorse and support the leadership and vision of Willow Park Church.
10. Must provide a Criminal Reference Check.

Position Responsibilities Common to all Church Leaders:

1. The pursuit of a deeper spiritual maturity
2. Submit to and engage in supporting the vision, mission and values of WPC as well as adhere to the stated policies and procedures
3. Work collaboratively and holistically with the other ministries of WPC to accomplish the vision and mission of WPC:
 1. Guide and administer assigned ministries
 2. Identify, train and lead volunteers in achieving the goals of the assigned ministries
4. Effectively communicate, orally and in writing, to various audiences about the goals of the ministries
5. Prepare a yearly calendar of ministry activities and events

Closing Date: Friday, August 5th
Church website: Willowparkchurch.com

Please email a resume and cover letter to Glen Madden (Executive Pastor) – gmadden@willowparkchurch.com cc'd to lwiebe@willowparkchurch.com