

EMPLOYMENT OPPORTUNITY

Sunday Experience Coordinator (part-time)

Report To: Ministry Pastor

Church Description:

Grant Memorial Baptist Church ("GMBC"), a member of the Baptist General Conference of Canada, is a vibrant, evangelical congregation, averaging a combined total of 1,100 in two Sunday morning services. Over 1500 adults consider GMBC to be their home church. GMBC is known for its emphasis on teaching the Scriptures and diverse ministry engagement opportunities. Together, we seek to Gather, Grow and Go - to the glory of God.

Job Summary:

The Sunday Experience Coordinator is responsible for overseeing all aspects of guest services on Sunday morning. The Sunday Experience Coordinator will lead a team of volunteers who will provide a welcoming environment for constituents and an effective integration strategy to ensure guests find a place to belong within this church family.

Time Requirements:

This position is a part-time equivalent position equal to 14 hours per week (hours negotiable). For this role, Sunday is considered a partial work day (8:00am-1:00pm).

Job Responsibilities:

- Sunday Morning Experience (75%)
 - Lead the ongoing development of the Sunday morning in-person experience. Design all aspects of the guest experience (outside of the Sunday programming), from the moment our in-person congregation arrives on our property to when they depart.
 - Serve as Host Manager for Host Teams on Sunday mornings and at special events, including Easter, Christmas, and other services
 - Train, shepherd and encourage the leaders and members of our Host Teams.
 - Ensure host team members have access to information required for Sunday mornings
 - Manage the schedules for the host teams (sanctuary doors, campus doors, coffee, welcome centre, aisle hosts)

- Follow-Up (25%)
 - Coordinate all aspects of our guest/visitor follow-up from the first point of contact to assimilation and integration. Communicating with other ministries when individuals identify an area they may be interested in serving and/or participating in, including connecting in small group communities
 - Update the membership database with guest information and follow-up results
 - Organize/coordinate volunteers to assist in follow-up initiatives

Qualifications:

- Good computer skills; familiar with Word, Excel, PowerPoint, database management systems, and cloud-based software solutions.
- Mature in faith walk, demonstrating sensitivity in all contacts with church members, volunteers, staff, and others
- A team player who is enthused about working with a wide diversity of people
- Able to work irregular hours occasionally
- An awareness and understanding of the general principles of voluntarism and the current trends and issues
- Demonstrated leadership abilities
- Resilient self-motivator who can plan and organize independently
- Ability to work well with a variety of people in various settings and group sizes
- Ability to present workshops, facilitate meetings and training sessions
- Excellent communication skills, both oral and written
- Ability to problem-solve effectively and meet deadlines
- Good listener, organized, flexible, open, honest and enthusiastic

Staff at Grant Memorial Baptist Church exemplify the following:

- Personal Faith and Lifestyle: A sincere love for the Lord evidenced by lifestyle and adherence to the Doctrinal Statement of Faith, Core Beliefs, and Lifestyle Commitment.
- Church Involvement: Regular attendance at weekly services and commitment to a small group.
- Financial Stewardship: Faithfulness in tithing and prioritizing joining the Grant Memorial Church Membership.
- Staff Engagement: Attend weekly staff prayer meetings and general staff meetings, and be available for other areas to support the successful ministry of the church.
- Interpersonal Skills and Evangelism: Ability to interact with others, demonstrate the values of GMBC, and share faith, scripture, and principles, praying with individuals and actively communicating a belief in the Lord Jesus Christ.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

To apply:

Please send the following attachments to humanresources@grantmemorial.ca:

1. Resume
2. Cover Letter
3. One pastoral reference
4. Please use 'Sunday Experience Coordinator' in the subject line of the email.

Closing date: When the position is filled