



## **Employment Opportunity – Minister of Connections and Adult Communities**

### **Job Summary:**

The Minister of Connections and Adult Communities is responsible for ensuring that people who come to Grant get connected into meaningful communities within the church by providing vision, leadership and support to our small group ministry and adult communities.

### **Time Requirements:** 37.5 hours per week (1.0 FTE)

In addition to regular office hours, Sunday is considered a work day, as are various evening meetings as required.

### **Reporting:**

The Minister of Connections and Adult Communities will report to the Ministry Pastor.

Direct reports include:

- Sunday Guest/Host Coordinator (0.25 FTE)
- Young Adults Minister (1.0 FTE).

### **Responsibilities:**

#### **1. Small Groups (35%)**

##### ***Oversight and Support***

- Provide leadership and vision to the ministry, creating and exploring strategies and methods which promote deeper and more meaningful connections.
- Create promotional materials and methods that ensure everyone at the church is aware of the small groups ministry area, its purpose and importance, and how to get connected.
- Implement regular small group participant recruitment methods and processes, ensuring a healthy small group growth rate over time.
- Serve as the connection point for church congregants, getting individuals and families plugged in to groups that suit their needs.
- Provide administrative support for the Small Groups Ministry, ensuring that group dates, attendance, and other details are accurate and up-to-date.
- Coach and support leaders in the successful completion of their leadership responsibilities.
- Help leaders navigate difficult situations, providing resources and outlets that will help them and their group members.

##### ***Leadership Recruitment and Development:***

- Identify and train new small groups leaders.
- Communicate, encourage, and aid in the process of developing apprentice leaders, with the purpose of multiplying groups.
- Check in regularly and develop relationships with small group leaders.
- Plan and execute regular ministry development opportunities for all small group leaders.

- Provide personal pastoral care and support to small group leaders.

**Curriculum Development:**

- Create / oversee the development of sermon-based small group discussion content on a weekly basis (during small group semesters).
- Study the weekly passage to ensure that discussion content is meaningful and Biblical, in conjunction with those preaching the sermons.
- Ensure prompt delivery of materials in an easily accessible way for leaders and groups members alike.
- Identify, develop, and/or select additional small group curriculum and other small group study materials and tools for groups to use.

**2. Adult Ministries (20%)**

- Coordinate events / Bible study gatherings for Men's Ministry: book rooms/arrange set up, work with the communication department to ensure proper advertising, and assist with any other request from the leadership.
- Coordinate events / Bible study gatherings for Women's Ministry: book rooms/arrange set up, work with the communication department to ensure proper advertising, and assist with any other request from the leadership.
- Oversee other community-wide gatherings and affinity-based / demographic-specific events.

**3. Preaching and Teaching (15%)**

- Provide pulpit support in preaching and teaching as available.

**4. Oversee and manage the following staff and ministry areas (20%)**

- Sunday host welcome team and guest integration
- Young Adults Ministry

**5. Other Duties (10%)**

- Attend weekly staff prayer meetings and general staff meetings
- Be available for other areas to support the successful ministry of the church
- Be able to interact with others and demonstrate the values of GMBC
- Be available as opportunity arises to share faith, Bible scriptures and principles based on the Statement of Faith, Core Beliefs and Lifestyle Commitment, to pray with individuals and to actively communicate a belief in the Lord Jesus Christ

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**Qualifications:**

- Possess a vision for discipleship and the ability to articulate and champion that vision
- Proven excellence in people skills and a strong communicator
- Demonstrated ability to recruit, motivate, train, and manage volunteers
- Ability to write and speak effectively to staff, volunteers, constituents and the public
- Proficient in use of current technologies and communication tools
- Excellence in developing and refining ministry management systems
- Proven leadership in small group growth and development
- Committed to team ministry, able to participate in the setting of the vision and execution of the mission of the church

**Requirements:**

- Committed, growing, mature follower of Christ
- Qualified for church membership and willing to become a member of GMBC

- Supportive of the vision and leadership of the church
- A completed Criminal Record check including the vulnerable sector search

**Staff at Grant Memorial Baptist Church exemplify:**

- A sincere love for the Lord evidenced by lifestyle
- Regular attendance at weekly services
- Commitment to a small group
- Faithfulness in tithing
- Adherence to Doctrinal Statement of Faith, Core Beliefs & Lifestyle Commitment

**To apply:**

Please send the following attachments to [humanresources@grantmemorial.ca](mailto:humanresources@grantmemorial.ca):

1. Resume
2. Cover Letter
3. One pastoral reference
4. Please use 'Minister of Connections and Adult Communities' in the email's subject line.

**Closing date:** When the position is filled