



Part-time Employment Opportunity Adult Communities Coordinator

Job Summary:

The Adult Communities Coordinator plays a pivotal role in fostering a sense of belonging and engagement among individuals at Grant. Their primary responsibility is to facilitate meaningful connections within the church by offering leadership and support to our diverse range of small group initiatives, cultural gatherings, and men's and women's communities.

Time Requirements: 20 hours per week (.53 FTE)

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

Reporting:

The Adult Communities Coordinator will report to the Ministry Pastor.

Responsibilities:

1. Small Groups

- Providing leadership, vision, and strategic planning to cultivate deeper connections within the small group ministry and promote meaningful engagement.
- Developing comprehensive promotional materials and methods to effectively communicate the purpose and importance of the small groups ministry, ensuring widespread awareness and accessibility.
- Managing small group participant recruitment processes to maintain a healthy growth rate over time, while also serving as the primary point of contact for congregants seeking group involvement tailored to their needs.
- Identify and train small group leaders through regular communication, development events, and personal pastoral care to enhance leaders' effectiveness
- Create / oversee the development of sermon-based small group discussion content on a weekly basis (during small group semesters).

2. Adult Ministries

- Empower the leadership teams of Grant's Men's and Women's Ministry to coordinate events and Bible study gatherings. Tasks may include room bookings, promotion and accountability.
- Collaborate with the leadership teams to develop and implement strategic plans for the growth and enrichment of Grant's Men's and Women's Ministries, ensuring alignment with the church's overall vision and objectives. This may involve conducting regular meetings, providing guidance on program development, and evaluating the effectiveness of events and gatherings.

3. Cultural Gatherings

- Cultivate collaborative relationships with members from diverse cultural backgrounds within Grant, coordinating a range of gathering opportunities that align closely with Grant's overarching ministry strategy.
- Oversee the recruitment and supervision of in-service Sunday translators, ensuring effective communication and seamless integration for all attendees.
- Develop culturally sensitive discipleship and outreach programs tailored to the specific needs and backgrounds of diverse language groups within Grant Church, fostering inclusivity and meaningful spiritual growth.

5. Other Duties

- 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

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
- 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:

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

Closing date: When the position is filled