

Stratford Ministry Director

Ministry Needs & Position Description

- To coordinate opportunities to help people in the Stratford site find community and care
- To equip people for service and leadership in various ministry areas
- To initiate and coordinate occasional ministries, special projects, and community outreach

General Responsibilities & Expectations

- Meets the scriptural requirements for a spiritual leader;
- Spends time in prayer & study on a daily basis;
- Takes two days (Saturday +1) off each week from his/her employment duties, although circumstances may require working occasionally on these days off;
- Attends all staff meetings and retreats, as directed;
- Is at the church for all regular worship services and, as directed, special services;
- Maintains flexible working hours;
- Other duties as assigned by the Stratford Site Pastor and/or Lead Pastor.

Specific Responsibilities

- **Connecting ministries – helping people find community and care**
 - Coordinate with the Welcome Team on Sundays (greeters, seaters, etc.) to ensure a welcoming environment for guests and regular attenders
 - Coordinating with the Hospitality Team for Sundays and events such as potlucks to create opportunities for connection within the congregation
 - Give direction to the Care Teams by making suggestions for those in need of care, creating gathering points for area members to identify each other and connect, and following up to help ensure needs are being met
 - Create, communicate, and manage “next steps” to help people find community, by managing our People database info, arranging welcome dinners, doing follow up with new attenders, etc.
 - Initiate and lead community gathering points, such as Sports Nights
 - Announcements and communication
- **Equipping – equipping people for service and leadership**
 - Mobilize parents/teams to grow a new ministry for Next Generations beginning with Supermix, expanding connections with Cornerstone Student Ministries, and making resources for home/parenting available
 - Provide training and support for all Connecting ministries teams

- Communicate opportunities for service and leadership and encourage everyone in the congregation to find some place to serve
- Facilitate the coordination of volunteer scheduling in various ministries, such as through Planning Center Services, to ensure no overlap
- Coordinate setup and clean up teams for events
- **Special Projects & Outreach** – Initiate and coordinate occasional ministries, such as:
 - Summer kids/families events
 - Seasonal events (Neighbourhood Party, Living Nativity)
 - Schools (coordinate with Kits of Kindness, School Christmas families, etc.)
 - Special initiatives addressing needs in our town as they arise
- **Other duties as required**, such as:
 - Regular meetings with Stratford Site Pastor for supervision, mentoring, and ministry planning
 - Weekly staff meetings
 - Budgeting and administrative tasks
 - Occasional preaching

Qualifications

- This person must be a follower of Jesus Christ
- Ideally, this person must have 5-7 years of ministry experience
- This person must have a ministry degree (MDiv, BA Religious / Biblical Studies / other)