

## **Ministry Coordinator Position Description for Classis Niagara**

### Purpose

The Coordinator will work in partnership with the Classis Ministry Committee to share resources to equip the churches and their members so that they can better carry out their mission.

### Main responsibilities:

1. To facilitate the sharing of best practices among the churches for mutual learning.
2. To assist in the organizing of training sessions of benefit to churches.
3. To coordinate the services of gifted ministry leaders, for the purpose of sharing these gifted leaders in the churches of Classis.
4. To work in partnership with the Classis Interim Committee to assist churches at the meetings of classis to share with each other congregational plans, blessings and challenges.
5. To gather a list of resource material for various areas of ministry and share this with churches.
6. To recruit and be responsible for the editorial content of a brochure /newsletter and the web page.

### Hours of work

The Coordinator will work on average one day per week. It involves some day and evening work.

### Ministry partners

- The Coordinator works with the Classis Ministry Committee (CMC), its sub-teams and the Interim Committee.
- The Coordinator works closely with the other part-time resources of the CMC; (i.e., Administrative assistant, the youth ministry assistant) and the Stated Clerk.

### Preferred qualifications

The Coordinator will demonstrate the following:

- Passion for serving and equipping the church
- Self starter able to work within a flexible schedule
- Organizational skills for setting up workshops
- Networking skills for co-ordination of resources
- Ability to communicate effectively with congregations, Classis and other ministry partners
- Computer skills in web site management as well as word processing and desk top publishing
- A member of the CRC

### Accountability

The Coordinator is accountable to the CMC through the chairperson.

Evaluation takes place annually.