

Job Description: New Hope Ministry Coordinator

New Hope Church is a community of people living and worshipping in Hamilton's east end. We yearn to grow in Christ and share God's grace in our neighbourhood. Our roots as a small church plant began in the Christian Reformed Church twelve years ago. Today, our members come from a wide variety of socio-economic and denominational backgrounds, including Reformed, Mennonite, Catholic, Pentecostal, Baptist and United. Relationships matter to us, and our common unity in Christ is central to the way we operate as a community.

We believe that the good news of Jesus Christ changes everything. We are a community of people excited about the robust Gospel of the Kingdom of God as announced, embodied, and begun in Jesus of Nazareth. We profess the story of Scripture to be the true story of the whole world. We believe in the restoration of creation and the reconciliation of all things to God. We believe that, through Jesus, the New Creation has come in the midst of the old, and that the Gospel transforms every aspect of human life through the power of the Spirit.

We submit to the authority of the Spirit-inspired Word of God and proclaim this as the bastion of truth, while also affirming the Apostles Creed, asking the same of any interested applicant. We humbly seek God's Holy Spirit to guide us into all truth, aligning and correcting us as we navigate our way through a Canadian culture shaped by the idols of individualism, relativism, and consumerism.

As the Church, we are citizens of God's Kingdom and take part in His creative and life-giving work of healing and restoration in our corner of creation. We understand our role to serve as the presence of Christ in a broken world, and respect all people as the image-bearers of God. We believe in second chances, speaking out against injustice, and the importance of regularly reminding one another of the secure hope we have in the person of Jesus.

New Hope Church is looking for a ministry coordinator to support and implement systems, structures, and administrative support that serve New Hope's values in ministry.

Job Summary:

Reporting to the Leadership Team, the New Hope Ministry Coordinator will be responsible for implementing effective systems, structures and administrative support to New Hope Church. They will work directly with the Leadership Team and support the various serving teams (such as the Children's Ministry Teams, Service Planning Team, Preaching/Teaching Team, Safe Church Team, Finance Team, and Technology Team), equipping and supporting them and their leaders to work effectively together.

Key Responsibilities:

1. Communication

Create and implement intentional communication plans among serving teams and within New Hope for social media, prayer and announcements, schedules etc. Aid in maintaining communication, and be the lead communicator with partners (building lease, the True City network, the Christian Reformed Church, New Hope Community bikes, etc.).

2. Policy, Procedures

Take the lead in being knowledgeable and aware of appropriate policies and procedures. Work with serving teams to define their respective roles and activities in keeping with our vision and values. Arrange for and provide (as necessary) training for volunteers. Ensure necessary records are up to date.

3. Administrative Support

Resource and support serving teams, ministry partners, and the leadership team in carrying out church activities throughout the year.

4. Church Life Organizer

Plan regular events and activities, such as potlucks/retreats for New Hope, to both foster a deeply connected community, and to nurture spiritual growth.

Qualifications

Post-secondary education in a related field preferred (i.e. Community Development, Non-profit Management, Church Leadership, etc.) Graduate Studies an asset. Experience in administrative leadership essential.

Salary and Work Hours

15-20 hours per week at \$25/hour, including contributions to CPP, EI, and benefits package

Terms of Employment

1 year contract, to be reviewed annually and subject to satisfactory job performance

Please send resume and cover letter to hire@newhopechurch.ca.

Applications will be gratefully received until January 3, 2022.