

Ministry Coordinator (Part-Time)

Role:

The Ministry Coordinator champions our mission and vision by leading and supporting ministry teams, ministry leaders, community impact initiatives, gatherings, and events.

Relationship:

Reports to Lead Pastor; liaison to ministry team leaders

Responsibilities:

- Empowers and coordinates Ministry Teams, Leaders and Volunteers
 - Develop vision and goals for each ministry with leaders within the larger WSG vision
 - Build new ministry teams and develop new leaders where needed
 - Coach team leaders to invite/recruit, train, and develop
- Develop a path to help all people in WSG discern gifts and capacity to serve in and through the church.
- Coordinate and support Small Groups
 - Oversee training to help start and maintain groups
- Oversees organization, logistics, communication and registration for discipleship environments (eg. EHS/R, ALPHA, Sanctuary, etc.); work with lead pastor or others to discern future courses that fit our vision for discipleship.
- Manage roll out of missional partnership (e.g. church membership)
- Event Coordination or supporting event teams (community or missional events, potlucks, summer, special Sundays, Christmas, Easter, etc.)
- Assists in coordination of worship and logistical elements for Sunday gatherings; work with lead pastor and other Sunday teams.
- Strengthen or develop community partnerships and impact: local and global

Requirements:

- Strong leadership, organizational and communication skills
- Ability to work independently, proactively, and flexibly
- Works well in a team environment
- Ministry or pastoral experience (volunteer or staff)

- Experience with MS Office (Word, Excel), Google Docs; ability to learn new platforms (planning center, church track, MS teams, mailchimp, zoom, etc.)
- Excellent interpersonal skills
- Proficient in English and French
- Committed to personal development
- Modelling and nurturing a growing relationship with God and passion for Jesus
- Exemplify godly character and leadership qualities (Gal 5:13-26, Phil. 2:1-4, Col. 3:12-14, 1 Tim. 3:1-7)
- Committed to work within the message, mission, theology, and goals of Westside Gathering

Remuneration: 2-3 days per week; \$18 to \$23 per hour

Application Deadline: February 28, 2022

About Westside Gathering:

Westside Gathering is a missionally focused church seeking a ministry coordinator. Our ministries, events and community outreach are integral to the life and mission of our church. A ministry coordinator will effectively work alongside our staff and support our ministries as part of our church's mission to connect people to a growing relationship with Christ and each other. Our daily ministry focus is building discipleship environments that develop faithful and fruitful followers of Jesus on mission in their neighborhoods and networks.

Westside was planted in 2003 in the West Island of Montreal, Canada, in a largely English-speaking and multicultural region minutes away from the downtown city core. It has been our vision to see lives transformed, relationships flourish and communities impacted. We believe that God's good news overflows into goodness, serving one another and our community.