

The Village Church

“Experience what God can do in you and through you!”

Title: Ministry Director **Hours needed:** 40 per week

The Ministry Director supports the development of structures necessary for the implementation of the 3 in 5 Vision, provides operations direction to The Village Church and executes our day to day systems so that we can live out our calling of discipleship and mission (Know Christ, Serve others, Make Him Known).

1. Empowering Leadership

- Have a close relationship with God, seeking God’s will and striving to grow spiritually and emotionally to be the person God desires.
- Support the development of people and processes through delegation, encouragement, logistics support and setting a personal example.
- Lead meetings, utilizing the unique strengths of team members.
- Work with staff and leaders to engage and incorporate people new to The Village, helping them to get connected into groups and feel at home while tracking their engagement as a means to deepen their discipleship.
- Assist in promoting and implementing leadership development opportunities.
- Build new connections and uphold current connections with other Thorold churches, community leaders in Thorold, relevant community groups in Thorold and other groups outside The Village.
- Organize RAKE (Random Acts of Kindness Everywhere) events, promoting The Village’s physical presence in the Thorold community, personally living out our mantra “Here to serve” and our three core values (radical hospitality, joyful service and intentional discipleship).
- Recognize and design systems that will track our metrics (people attending Sunday services, people involved in Missional families, people involved in other small groups, people being reached for Christ, etc.) to help us evaluate our successes and failures.

2. Operations Management

- Use different means of communication (sending weekly e-blast, website maintenance, social media posting from Sunday service, etc.) to keep the vision and mission of The Village visible to villagers and community members.
- Maintain the Safe Church program by keeping records of volunteers involved, provide regular training, ensure police checks are up to date.
- Retrieve and distribute all incoming mail and e-mail to the appropriate recipients.
- Maintain the following systems: CCLI, Planning Centre, Village Church directory, Volunteer database. Maintain communication with Classis Niagara (i.e. updating the Classis Niagara Church Directory, etc.).
- Work with Thorold Love Team, Finance Team and Missional Family leaders to coordinate activities and events to live out our 3 core values in Thorold.

3. Execution of Sunday Morning Service

- Work with different ministry team leaders (Kids Village, Worship Team, Setup Team, Ushers, Technical Team) as well as the Pastor or guest speaker to plan and execute Sunday morning services to create a welcoming and safe atmosphere where people can come together to worship God
- Ensure effective communication related to Sunday mornings with the use of looping announcements on screen, distribution of handouts (as needed) and e-blast/social media posting.
- Play a supporting role to the Pastor (update preaching calendar, find guest speakers as needed, coordinate with the Treasurer for reimbursements) and oversee the planning and preparation of Lord’s Supper.