

# **NORTHVIEW COMMUNITY CHURCH**

## **JOB DESCRIPTION**

### **Director of Special Needs Supportive Care**

#### **MINISTRY CONTEXT**

The person called to this ministry must be in agreement with Northview's confession of faith, mission, vision and core values and must have a passion for the ministry of the church. The incumbent must also have the qualifications of a Deacon, as outlined in 1 Timothy 3.

#### **PRIMARY FOCUS**

As a member of the Children's Ministry Department, you will be working closely with the Pastoral team, support staff team and other members of the congregation to help our church reach and care for families with members who have supportive care needs.

#### **MINISTRY RESPONSIBILITIES**

##### **A. DAY-TO-DAY OPERATIONS (50%)**

- a. Develop an Imagine Leadership Team that will ensure that all Imagine ministries are meeting their objectives in a safe and effective way.
- b. Oversee the operations of Imagine Weekends within the framework of Children's Ministry.
- c. Oversee all other special events under the umbrella of Imagine Ministries under the supervision of the Pastor of Children's Ministry.
- d. Work with the Children's Ministry department to ensure that due diligence is accomplished in all areas of Imagine Ministries.

##### **B. RESOURCE AND TRAIN (35%)**

- a. Ensure that Imagine volunteers are equipped with all information and related supportive care skills needed to comfortably care for individuals with supportive care needs.
- b. Ensure that all Imagine volunteers meet the requirements set by Children's Ministry.
- c. Ensure that all Imagine volunteers are in a role that is best suited for them to ensure the best possible care experience for both the participants and volunteers.
- d. Provide on-going training and resourcing for volunteers in accordance to the Children's Ministry standards.

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#### **CONNECTION AND CORRESPONDENCE (10%)**

- e. Develop relationships with participants and their families.
- f. Develop relationships with the community at large to ensure that there is collaboration with other groups/organizations with similar mandates where it is appropriate.
- g. Ensure that the Children's Ministry departments are informed with the current condition of Imagine Ministries on a regular basis.

#### **C. VISION AND DREAM (5%)**

- a. Research what other churches/ministries are doing to minister to families with members who have supportive care needs.

#### **D. OTHER DUTIES AS REQUIRED**

#### **STATEMENT OF RELATIONSHIPS**

This position reports to the Pastor of Children's Ministry.

#### **QUALIFICATIONS**

An academic degree or working towards an academic degree in a related area and/or obvious interest, passion and experience in working with people with supportive care needs. Good organizational skills and ability to develop and implement systems and structures that can be easily followed by others. Evidence of good interpersonal skills and a demonstrated desire to serve others. In agreement with Northview's confession of faith and philosophy of ministry, both in belief and lifestyle.

#### **PERSONAL CHARACTERISTICS**

The following characteristics are considered essential for the candidate to be successful in this role:

1. A penchant for leadership development.
2. Willing to empower others to lead.
3. Ability to have good rapport with people of all ages.
4. Able to communicate clearly.
5. Agrees doctrinally with church leadership on primary and secondary level beliefs.
6. Is known to have a lifestyle that honors and uplifts the name of Christ.

The incumbent must make Northview Community Church his/her home church.