

NORTHVIEW COMMUNITY CHURCH

JOB DESCRIPTION

Ministry Assistant

Special Needs Supportive Care

DEPARTMENT	Imagine Ministry
REPORTS TO	Director of Imagine Ministry
ALLOTTED HOURS	20 hours per week
REVISED	May 2019

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 Imagine 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. Maintain Imagine room, through regular cleaning of toys, organizing materials, cleaning up etc.
- b. Weekly meetings with Imagine Director to debrief past weekend ministry, brainstorm proactive strategies to deal with presenting behaviours and to discuss the lesson plan for the upcoming weekend.
- c. Help with administrative tasks such as volunteer scheduling craft/activity planning, organizing curriculum, etc.
- d. Maintaining resource board, including researching and posting up events happening in the community.

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B. WEEKEND MINISTRY (50%)

- a. Prep rooms for weekend ministry.
- b. Assist with running Youth+ and adding extra support where needed
- c. Assist in supervising children under 12 both in a specialized environment as well as those integrated into regular CM programs.
- d. Assist with clean up of spaces to prepare for Sunday ministry
- e. Assist volunteers with especially challenging behaviours to ensure each participant is successful and well supported

C. CONNECTION AND CORRESPONDENCE

- a. Develop relationships with participants and their families.
- b. Develop relationships with the community at large to ensure that there is collaboration with other groups/organizations with similar mandates where it is appropriate.
- c. Develop relationships with ministry volunteers and assist with appreciation for individuals serving in Imagine

D. SPECIAL EVENTS:

- a. Attend and provide support at all Imagine events
- b. Attend and provide support at other Northview events where applicable
- c. Be involved in the planning and running of regular respite events for individuals involved in the Imagine Ministry

E. OTHER DUTIES AS REQUIRED

STATEMENT OF RELATIONSHIPS

This position reports to the Director of Imagine Ministry.

QUALIFICATIONS

- A.** An academic degree or working towards an academic degree in a related area i.e. disability support worker, social service worker, social work, psychology, etc.
- B.** And/or interest, passion and experience in working with people with supportive care needs.
- C.** Strong communication skills that lend to an ability to connect with families and volunteers in a compassionate and understanding manner.

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PERSONAL CHARACTERISTICS

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

- A. A penchant for leadership development.
- B. Willing to empower others to lead.
- C. Ability to have good rapport with people of all ages.
- D. Able to communicate clearly.
- E. Agrees doctrinally with church leadership on primary and secondary level beliefs.
- F. 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.

SIGNATURE BLOCK:

This job description accurately reflects the requirements of this position:

Supervisor

Date

I have read and understood this job description:

Employee

Date