



NORTHVIEW COMMUNITY CHURCH

JOB DESCRIPTION

Leadership Development Coordinator - Ministry Apprenticeship

DEPARTMENT: Leadership Development
REPORTS TO: Executive Pastor of Multiplication
ALLOTTED HOURS: 30 hours/week
PRIMARY LOCATION: Downes Road Campus
POSTED: February 8, 2021
ANTICIPATED START: March 2021

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 I Timothy 3.

PRIMARY FOCUS

The Leadership Development Coordinator - Ministry Apprenticeship is responsible for creating and teaching the curriculum of the Ministry Apprenticeship program. The coordinator in this position is also responsible for assisting with mentorship and counselling for Immerse MDiv students.

MINISTRY RESPONSIBILITIES

1. Ministry Apprenticeship (.50 FTE)

- a. Program Management
 - Prepare, teach and/or oversee the teaching of classes.
 - Grade and provide feedback to students regarding reflections, papers, projects, and presentations.
 - Cultivate relationships with other local churches to include their apprentices in the program.
- b. Candidate Selection
 - Participates in interviewing and hiring of the apprentices.
- c. Program Promotion
 - Provide content and/or approve promotional materials for distribution.
 - Attend career fairs and other opportunities to promote the program.
 - Create relationships with other educational institutions to build the program.

2. Immerse (.25 FTE)

- a. Immerse Mentoring
 - Assist in mentoring Immerse students with a focus on theological and academic acumen.
 - Assist in implementing and improving the Immerse program in conjunction with the Theological and Leadership Development Pastor, as needed.
- b. Leadership Development
 - Work alongside the leadership development team to create smooth transitions between pipeline programming.

3. General:

- a. Assist in any necessary tasks to ensure an efficient, professional, and God-serving church.
- b. Assist with planning and organizing large events that do not fall under other ministry areas.
- c. Participate in meetings: department, staff.



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STATEMENT OF RELATIONSHIPS

The Leadership Development Coordinator - Ministry Apprenticeship reports directly to the Executive Pastor of Multiplication. The Leadership Development Coordinator - Ministry Apprenticeship also reports to the Theological and Leadership Development Pastor in regards to Immerse student mentorship and academic counselling.

The Leadership Development Coordinator - Ministry Apprenticeship is responsible for the ministry apprentices and their education at Northview. This coordinator works alongside the Leadership Development Team to maintain the Ministry Apprenticeship program and the Columbia Bible College relationship.

QUALIFICATIONS

Candidates for this position must have a minimum education of a doctoral degree in Theology or enrolled in a doctoral program. Experience in teaching and curriculum development is necessary. Must have a passion for seeing students grow in their understanding of the Scriptures, and see them implement what they are learning into real life. Demonstrating a desire to see students be doers of the word and not hearers only; and as they live, not only knowing but also loving and obeying, the commands of Jesus. Understanding of Google suite, troubleshooting with technology, and organizational skills are an asset.

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 young adults.
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 honours and uplifts the name of Christ.

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