



# NORTHVIEW COMMUNITY CHURCH

## JOB DESCRIPTION

### Director of Special Needs Supportive Care - Maternity Coverage

DEPARTMENT:	Imagine Ministries
REPORTS TO:	Campus Pastor - Downes Road
ALLOTTED HOURS:	40 hours/week
PRIMARY LOCATION:	Downes Road Campus
POSTED:	April 2021
TERM:	June 2021 through July 2022

#### 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 Downes Road Team, 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%)

1. Develop an Imagine Leadership Team that will ensure that all Imagine ministries are meeting their objectives in a safe and effective way.
2. Oversee the operations of weekend Imagine Services.
3. Oversee all other special events under the umbrella of Imagine Ministries.
4. Work with the Campus Pastor to ensure that due diligence is accomplished in all areas of Imagine Ministries.
5. Oversee operations of Imagine Youth+.
6. Create / modify curriculum to be used for teaching.
7. Plan Imagine events for children and families throughout the year.

##### B. RESOURCE AND TRAIN (20%)

1. Ensure that Imagine volunteers are equipped with all information and related supportive care skills needed to comfortably care for individuals with supportive care needs.
2. Ensure that all Imagine volunteers meet the requirements set by Northview Community Church.
3. 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.
4. Provide on-going training and resourcing for volunteers in accordance to the Imagine Ministry standards.



## **NORTHVIEW COMMUNITY CHURCH**

### **JOB DESCRIPTION**

#### **Director of Special Needs Supportive Care - Maternity Coverage**

#### **C. CONNECTION AND CORRESPONDENCE (25%)**

1. Develop relationships with participants and their families.
2. Develop relationships with the community at large to ensure that there is collaboration with other groups/organizations with similar mandates where it is appropriate.
3. Ensure that other departments are informed with the current condition of Imagine Ministries on a regular basis.

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

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

#### **E. OTHER DUTIES AS REQUIRED**

#### **STATEMENT OF RELATIONSHIPS**

This position reports to the Downes Road Campus Pastor.

#### **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.