



Ministry Assistant – Adult Ministries

(Temporary Maternity Leave Position)

This position will be of interest to those with a passion for making disciples—who are learning to love and live like Jesus—by being part of a dynamic and collaborative ministry team with a focus on building leaders, leadership teams, and discipleship environments.

KEY ACCOUNTABILITIES:

- Provide leadership and ministry support for Adult Ministries
- Assist with the fulfillment of all accountabilities for Discipleship and Growth which currently includes areas such as School of Discipleship, groups, marriage and baptism
- Assist in the development, stewardship and execution of yearly ministry plans
- Assist with leadership for recruiting and training volunteer leaders and teams for this ministry
- Lead various ministry events as necessary.
- Work closely with the Adult Ministries Administrative Assistant for things such as communications needs, developing and maintaining budgets, database and room bookings
- Participate fully as a member of the Adult Ministries Team

QUALIFICATIONS & ABILITIES:

- Strong people skills including leadership and administration
- Team player
- Strong verbal and written communication skills
- Strong computer skills & Microsoft office experience

Working Hours:

- Full time (30-35 hours per week)
- approximate start date August 1, 2019 to approximately January 3, 2021

Reporting to: Adult Ministries Pastor

SPECIAL NOTES:

- Will follow and live by the “Rule of Life” adopted by the SPAC staff, and adhere to the policies and procedures of the Staff Handbook.
- Member of Sherwood Park Alliance Church or willing to work towards membership.
- Position will remain open until suitable candidate is found.

If this opportunity interests you or you know someone who may be a good fit e-mail us at human.resources@spac.ca