

It is God's desire to see the body of Christ functioning as fully and as healthily as possible. To that end He has given leaders to the church whose task it is to "equip the saints for works of ministry so that the body of Christ may be built up" (Eph.4: 11). This requires intentional education, support and coordination so that as many persons as possible can contribute as much as necessary for the continuing growth of the body and the expanding of God's Kingdom.

The Ministry Coordinator would oversee four main areas:

- A. Ministries Coordination
- B. Gift-based ministry
- C. Outreach
- D. "Body-Building":
 - i) Adult Education
 - ii) Discipleship
 - iii) Small Group development

A. MINISTRIES COORDINATION

Main Focus: Assist committee heads, council and staff in planning, initiating, coordinating, evaluating, and promoting the effectiveness of ministries and programs within the church by:

- a. Participating in visioning, goal-setting and long-range planning with leadership.
- b. Supporting and encouraging the development of new programs as warranted.
- c. Organize and convene Annual Ministry Focus Day where all ministry personnel come together for mutual support, reporting, and goal setting.
- d. Keeping ministries accountable to continued implementation of their goals.
- e. Ensuring timely and effective reporting by ministries to the Ministry Board and the membership (i.e. via Connections).
- f. Serving as a mentor and resource developer for ministry heads.
- g. Attending to the timely succession of ministry leadership so as to minimize gaps from year to year.
- h. Helping to coordinate and streamline ministries to encourage the most effective use of time and volunteers, and to prevent over-programming.

B. GIFT-BASED MINISTRY

Main Focus: Provide a method for recruiting, equipping, encouraging and supporting volunteers to serve in their area of giftedness by:

- a. Coordinating the application and implementation of the Network Program in a way that is determined to best meet the needs of the church.
- b. Assuring the development and maintenance of a Gifts database.
- c. Serving as the liaison between volunteers and committees to ensure placement and implementation of volunteers.
- d. Overseeing the training of ministry volunteers as needed.
- e. Encouraging the participation of those new to the church or currently uninvolved in ministry.

C. OUTREACH

Main Focus: Work with the Outreach Committee (not as Chair) and other committees or ministries (as fitting) to help us realize our goal *“To be and to build, by the power of the Spirit and to the glory of God, an outreaching community of Christian faith, hope and love”* as set out in our Footsteps to the Future document through challenging, training and providing supportive networks. This will be accomplished by:

- a. Educating all members as to the importance of outreach and evangelistic effectiveness and their individual roles in it.
- b. As an advocate for ‘seekers’, promote and support all ministries to have a strong focus on outreach and evangelistic effectiveness within their programs.
- c. Creating opportunities whereby the community of ClearView Church can reach out to our neighbours, sharing the gospel of good news in a relevant and effective manner.
- d. Providing opportunities for newcomers to be incorporated into the life of the congregation.
- e. Promoting the ministries and/or special outreach events of ClearView throughout the broader community.
- f. In cooperation with the Worship Committee and the Pastor, assisting the Outreach Team in promoting special services, sermon series, etc. in a timely and effective manner.
- g. Implementing a plan of following up to visitors who attend special events, ministries and/or special services.
- h. Attend monthly Welcome Lunches and other special events which focus on evangelism (both in-reach and outreach.)

D. BODY-BUILDING

Main Focus: Foster the continued personal development, spiritual growth, and fellowship of the congregation’s members through education, discipleship, and care groups in conjunction with the leadership (especially Senior Pastor, Education Committee, Outreach Committee.)

1. Education:

- a. Work with the Education Committee in implementation of mandate and mission. (as approved by Ministry Board.)
- b. Ensure that adult electives are offered throughout the year at varying times.
- c. Work with Pastor to set up specific “Pastor’s classes” for newcomers.
- d. Teach one adult elective each season.

2. Discipleship:

- a. Ascertain needs for discipleship of adults and newcomers
- b. Set up system of discipleship training and opportunities.
- c. Provide ongoing coordination and support of the discipleship system.

3. Small Groups:

- a. Set 5-year goals for Small Group ministry.
- b. Provide for training, support and accountability for Small Group leaders.
- c. Regular encouragement of small group leaders, and research resources for groups in accordance with their needs.

ACCOUNTABILITY

- S/he is accountable to both the Ministry Board and the Outreach Committee in terms of setting direction and regular goals.
- S/he will attend weekly Staff meetings for mutual support, accountability and coordination.
- S/he will submit monthly reports to the Ministry Board and attend the first portion of their monthly meetings.
- The position will be reviewed annually in conjunction with the Personnel Committee.