

CANADIAN BAPTISTS OF ATLANTIC CANADA
Ministry Opening

CHURCH / MINISTRY ORGANIZATION

First Baptist Church, Moncton
157 Queen Street
Moncton, New Brunswick
E1C 1K9
<https://www.firstmoncton.com/>

PART TIME NON-PASTORAL POSITION

**Technical Ministries
Assistant**

REQUESTED CREDENTIALS

Open to other credentials

AVERAGE SUNDAY ATTENDANCE

200 or above

POSITION DESCRIPTION

CLOSING DATE

Flexible: open for applications until the position is filled

SEND RESUME / CV TO

search@firstmoncton.com



TECHNICAL MINISTRIES ASSISTANT

HOURS:

Part-time (10 hours/week) support position.

REPORTS TO:

Technical Ministries Lead

GENERAL SUMMARY OF POSITION:

The Technical Ministries Assistant will support the Technical Ministries Lead in providing for the technical needs of First Baptist Church.

PRIMARY RESPONSIBILITIES:

The Technical Ministries Assistant will be responsible for

- Providing support to the Technical Ministries Lead in all technical areas within a team environment, working closely with pastors and church staff.
- Assisting in setting up sound/technical schedules and communicating with team weekly as to that week's requirements.
- Assisting in scheduling team members as needed for church events, including weddings, funerals, *Miracles at First* events, etc.
- Assisting in recruiting new members to the team and providing training and support for team members as they are empowered to be part of this technical ministry.
- Offering support and training to PowerPoint and Worship Planning people as to what's available and what's possible in their areas of ministry as directed by the Technical Ministries Lead.
- Working with the website person/team to arrange for Sunday messages and other relevant events to be available on the website in a timely manner as directed by the Technical Ministries Lead.
- Other related duties as assigned.

QUALIFICATIONS:

- Knowledge and experience in technical ministries.
- Ability to take direction and work in a team environment.

KEY SKILLS AND COMPETENCIES:

Ability to work in a team environment to ensure that all technical needs of staff and those leading church events (particularly Sunday morning services) are met.

FINANCIAL RESPONSIBILITIES:

Working in a church environment requires working within budget frameworks. The incumbent will work within the approved budget in areas of oversight. This budget monitoring is required to ensure that over expenditures do not occur in the incumbent's areas of responsibility.

SECURITY CLEARANCE:

All staff are required to provide a current security clearance and to have a clear record.

SALARY:

The salary is negotiable based on education and demonstrated skills and experience.

SUPERVISOR'S STATEMENT:

This document accurately describes the duties and responsibilities of the Technical Ministries Assistant. Objectives and anticipated results may change as church priorities and program emphases adjust to needs and requirements.

PROBATIONARY PERIOD:

The first six (6) consecutive months of the employee's employment under this agreement are agreed to constitute a period of probation during which time First Baptist shall have the opportunity to assess the suitability of the employee's performance and conduct formal and/or informal reviews. At any time during the probationary period, First Baptist may terminate the employee's employment on the grounds of unsuitability, without providing any working notice or payment in lieu thereof.

This is a 3-year contract position with the possibility for renewal based on agreement of both parties involved.