

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/>

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

PART TIME NON-PASTORAL POSITION

**Director of International
Ministries**

REQUESTED CREDENTIALS

Open to other credentials

Depending on the qualification of the successful candidate, this could be made a pastoral position.



DIRECTOR OF INTERNATIONAL MINISTRIES

HOURS:

- Part-time (20 hours/week) leadership position.

REPORTS TO:

Senior Pastor

GENERAL SUMMARY OF POSITION:

The Director of International Ministries will oversee the development and implementation of programs and services that support the immigrant community within our church and surrounding area. This role involves fostering a welcoming environment, providing resources, and promoting integration and spiritual growth among immigrant members.

PRIMARY RESPONSIBILITIES:

- **Program Development:** Design and implement programs that address the needs of immigrants, including language classes, cultural orientation, and community support.
- **Community Engagement:** Build relationships with local immigrant organizations and agencies to create partnerships and resource-sharing opportunities.
- **Support Services:** Provide guidance and support to immigrants navigating legal, educational, and social services. Assist with accessing healthcare, housing, and employment resources.
- **Spiritual Support:** Offer pastoral care, counseling, and spiritual guidance to immigrants, helping them to integrate into the church community.
- **Volunteer Coordination:** Recruit, train, and support volunteers to assist in ministry activities and outreach programs.
- **Event Planning:** Organize events that celebrate cultural diversity, such as international potlucks, workshops, and community outreach initiatives.
- **Advocacy:** Raise awareness within the church and community about immigrant issues and promote inclusivity and social justice.

QUALIFICATIONS:

- Bachelor's degree in social work, theology, community development, or a related field (or equivalent experience).
- Demonstrates a growing relationship with Christ.
- Displays passion for immigrants and the needs/challenges they face.
- Previous volunteer or work experience within international ministry.
- Exhibits leadership and organizational skills.
- Demonstrates administrative abilities as the position will include planning and organizing events for internationals as well as evaluating progress.
- Experience in working with groups of volunteers, teams, and other leadership personnel.
- Ability to work within a team setting.
- Ability to balance work hours from the church and at home to accomplish goals and tasks.
- Availability to work flexible hours, including evenings and weekends as needed.

KEY SKILLS AND COMPETENCIES:

Leadership, relational skills, administrative skills, team building, self-starting, visionary.

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 Director of International Ministries. 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.