



## NEW HEIGHTS CHURCH

Thank you for considering being part of our Team.

You are considering a job that is connected to a foundation, a church, a coffee shop and a marginalized ministry. We are looking for team players, that are followers of Jesus, that can work well with volunteers and ultimately better the overall scope of the project.

The following is a description of our ***Guiding Ideas***. Before considering the proposed employment please take a moment to familiarize yourself with the culture Celebrate Foundation and New Heights Church is creating. We would ask you to prayerfully consider if you can fit within the style and vibe of this culture.

Check out our website at [www.newheights.ca](http://www.newheights.ca)

**What are guiding ideas about?** New Heights wants to be an intentional community and as such we went through a process of articulating the uniquenesses of our culture. This is meant to be a filter for making decisions and a signal to new people of the kind of people we want to be and develop.

**DEFINING CULTURE: Holding onto culture so that it doesn't hold onto us....**

<b>GUIDING IDEA</b>	<b>At our best.....</b>	<b>What to avoid....</b>
1. <b><u>We like user-friendly.</u></b> We aim to be sensitive to how hard it is to join a new family.	New people feel a natural desire to grow in a safe environment that has earned the trust to bring challenge.	New people feel alienated due to strange behaviours, pressure or practices inconsistent with our desired culture.
2. <b><u>We like forward progress.</u></b> We aim to provide next steps in the Jesus journey for all.	Each person is facing their flaws and inviting God and others to show them next steps in maturity. (Fruit being best evidence Gal. 5)	2 ditches: Complacency or Legalism
3. <b><u>We like eachother.</u></b> We aim to create irresistible and enjoyable community.	Time together is enjoyable for all. Serving the group over ourselves becomes an act of joy that takes shape in many ways.	Consistently serious, hyper-emotional, or traditional approach.
4. <b><u>We like repurposing.</u></b> We aim to re-imagine what has become ineffective.	Everyone engages in cohesive and meaningful experiences that support the culture and vision.	Individual preferences or stale traditions competing with what is best for the community and it's vision.
5. <b><u>We like teams.</u></b> We aim to express ourselves in ways that build all kinds of in house and outside partnerships.	All kinds of people invited together to accomplish a meaningful mission in unity.	Working alone or partnering with people who are contrary to the purposes of our team.
6. <b><u>We like working ourselves out of a job.</u></b> We aim to pass the torch well and keep lighting new ones.	New leaders are being disciplined and coached in the context of serving and learning with others.	Leaders who are not coachable or are uninterested in building team or the mission of NH.
7. <b><u>Everyday &gt; Just Sunday.</u></b> We aim to have a daily faith practice and visible presence in our neighbourhood.	A community that is earning credibility by acts of service and growing positive relationships.	Overemphasizing Sunday AM as what it means to be a church and/or not engaging with our neighbours
8. <b><u>We like going all in.</u></b> We aim to take on big challenges and respond with all we've got.	Responding generously to God's challenges in well planned and unified ways.	Hesitating to act or not bringing our best to what we know God is asking of us.

Role Description for Administrative Equipper Position

**Preamble:** New Heights is at the stage of coming through a major transition. This 3 year period has involved the renovation of a new building, starting a coffee shop, reordering Hope Central ministry and much more. The lead pastor is highly relational and visionary. This position comes after identifying the need for a complement to him. One way the community describes the need is as follows: We have a pioneering leader. We need a ‘settler’ to bring calm and infrastructure to all the exciting things that are happening. However, we want functional structures that don’t override the organic culture that we have created.

Last Updated September 2017

**1. Major Responsibility: Equip People**

Key Activities	Standard of Performance
<ul style="list-style-type: none"> <li>• Support Ministry Leaders</li> </ul>	<ul style="list-style-type: none"> <li>• Help plan and schedule regular leadership meetings</li> <li>• Help develop and train ministry leaders</li> <li>• Provide administrative oversight of ministries</li> <li>• Provide a system for regular feedback for ministry leaders</li> <li>• Oversee the “Plan and Protect” policy and procedure</li> </ul>
<ul style="list-style-type: none"> <li>• Discipleship organization</li> </ul>	<ul style="list-style-type: none"> <li>• Help strengthen the disciple making process with behind the scenes support and leadership</li> <li>• Be actively involved in the disciple-making process</li> </ul>

**2. Major Responsibility: Oversee administration**

Key Activities	Standard of Performance
<ul style="list-style-type: none"> <li>• Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure website up-to-date</li> <li>• Facilitate the flow of healthy communication</li> <li>• Ensure the preparation of weekly communication</li> </ul>
<ul style="list-style-type: none"> <li>• Manage strategic planning infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>• Work alongside Pastor to ensure implementation of plans and strategies</li> <li>• Collaborate in the building of systems and structures</li> </ul>
<ul style="list-style-type: none"> <li>• Coordinate programs</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee logistics of the regular schedule and NH events</li> <li>• Liaise with leaders on scheduling &amp; planning</li> <li>• Provides support with promotion and program planning</li> </ul>
<ul style="list-style-type: none"> <li>• Scheduling</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate use of different spaces.</li> <li>• Facilitate the flow of healthy communication</li> <li>• Handle bookings</li> <li>• Implement user group guidelines.</li> </ul>
<ul style="list-style-type: none"> <li>• General administration</li> </ul>	<ul style="list-style-type: none"> <li>• Keep all records up to date</li> <li>• Develop &amp; manage a system to track people</li> <li>• Coordinate &amp; oversee the use and sharing of the building</li> <li>• Oversee the budget on a day-to-day basis &amp; liaise with the finance team</li> </ul>

<ul style="list-style-type: none"> <li>• Hope Central administrative support</li> </ul>	<ul style="list-style-type: none"> <li>• Assist volunteer coordinator</li> <li>• Liaise with grant writer and finance team</li> </ul>
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### 3. Major Responsibility: Personal Development

Key Activities	Standard of Performance
<ul style="list-style-type: none"> <li>• Practice spiritual disciplines</li> </ul>	<ul style="list-style-type: none"> <li>• Practice regular prayer and time in God's Word</li> <li>• Has regular times of personal retreat and reflection</li> <li>• Practices other spiritual disciplines on a consistent basis</li> </ul>
<ul style="list-style-type: none"> <li>• Engage in personal leadership development</li> </ul>	<ul style="list-style-type: none"> <li>• Develop an annual leadership development plan</li> <li>• Be involved in monthly learning activities</li> <li>• Attend occasional conferences and learning opportunities</li> </ul>

### Core Competencies

The core competencies needed in order for this person to be effective in this position:

Core Competency	"What this looks like on the job"
<b>Organization and Planning</b>	Able to organize or schedule people or tasks; to develop realistic action plans while being sensitive to time constraints and resource availability.
<b>Developing People</b>	Coaching and supporting people; helping them build capabilities needed now and in the future.
<b>Leadership</b>	Able to influence the actions and opinions of others in a desired direction; to exhibit judgment in leading others to worthwhile objectives.
<b>Team Building</b>	Able to work with people in such a manner as to build high morale and group commitments to goals and objectives.
<b>Communications – Spoken and Written</b>	Able to clearly present information through the spoken word; influence or persuade others through oral presentation in all circumstances; listens well; able to write clearly and effectively, present ideas and document activities; able to read and interpret written information

## **Discerning if this is right for you.**

*Here are Four ways to consider whether or not you are right for this position:*

### **Capacity**

- Works well in the missionary minded church expression
- Able to adapt quickly to a changing environment
- Connects well with all ages and all types of people. (Church and Community)

### **Character**

- Servant leader
- Committed Jesus follower

### **Competencies**

- Interpersonal skills
- Team builder
- Self-starter
- Problem solver
- Computer savvy (Experience with websites, excel, email, and other forms of communication)

### **Chemistry**

- Fits the culture of New Heights (values, leadership style, beliefs)
- Works well in team and complements lead pastor

## **Let's talk brass tacks:**

Prior to talking salary we want to make sure that people are a fit.

This position is flexible. We are imagining something somewhere between half and full time. As such, the salary and benefit package will be tailored to the individual that is hired.

## **Now What?**

Our timeframe is to hire someone starting January 1, 2018.

Interest in the position should email [ctaylor@outreach.ca](mailto:ctaylor@outreach.ca) with a resume and completed application (below).

Attached is a brief application that we'd ask you to complete along with a resume.

## Application Form for Administrative Equipper Position

Thank you for your interest in the Administrative Equipper position. As part of the application process, we would like to get to know you a little bit better before considering you for this position. To apply for this position, please fill in this application and attach in an email to [ctaylor@outreach.ca](mailto:ctaylor@outreach.ca) along with a copy of your resume.

Once we receive your resume and application, we will be in touch with you to let you know the status of your application.

Name:	Address:	Phone:	Email:
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1. Describe the key points of your spiritual journey (your life before you became a Christ follower, the events and experiences resulting in you becoming a Christ follower, and your journey with Christ since becoming a Christ follower).
2. What excites you most about the direction New Heights is taking? *Make reference to the guiding ideas.*
3. How does your relationship with Christ inform what you would bring to this role?
4. Based on the role description of this position (which is largely administrative and involves organizing people and programs), what experiences have you had to prepare you for this job?
5. What are your top three strengths and top three weaknesses?

*Strength*

*Weaknesses*

6. Describe a time when your work required you to oversee a wide variety of tasks. How did you respond?

Please attach names and phone numbers of 2 references.

Please complete and send this application as a pdf attachment to the email above.