



SUMMER MINISTRIES DIRECTOR (2014)

Job Description:

Perth-Andover Baptist Church is seeking a motivated student who will work alongside our leadership to ensure a vibrant summer ministry experience in and through our church. A variety of responsibilities and projects will draw on the student's organizational abilities, creativity, and leadership capacity, among other skills.

Requirements for Employment:

- Full-time post-secondary student who is planning to go back to school in the fall.
- Registered with the Provincial Student Referral Office (SEED Program).
- Agreement with the beliefs and values of our organization:
<http://perthandoverbaptist.com/about/our-beliefs> (Statement of our beliefs).

To apply:

Submit a resume and cover letter via email to Pastor Michael Fredericks mfredrx@gmail.com. **SUBMISSION DEADLINE IS SUNDAY MAY 4TH.**

Your information will be shared with the Hiring Team, and applicant will be contacted with regards to an interview.

Hours and wages

400 hours total @ \$10.00 / hour

Approximately 13 weeks.

Start date: Tuesday May 13th 2014.

Estimated End date: Friday, August 8th 2014.

Regular work week (office hours) at the church building: 24 hours*

Suggested schedule**:

Tuesday: 9am-3:30pm = 6 hours (30 minute unpaid lunch break)

Wednesday: 9am-3:30pm = 6 hours (30 minute unpaid lunch break)

Thursday: 9am-3:30pm = 6 hours (30 minute unpaid lunch break)

Friday: 9am-3:30pm = 6 hours (30 minute unpaid lunch break)

***Plus additional hours as needed leading up to and during special events** (VBS, Mission Team week, Fellowship Events, Manor Services, etc.) Total hours for employment period: 400.

** Schedule is flexible and negotiable with the employee.

Employee will be responsible for keeping a record of his or her hours.

Pay period is bi-weekly. Please report hours via email to church treasurer Jennifer Hanson (jennhanson78@gmail.com) and Pastor Michael (mfredrx@gmail.com) on the last Friday of two-week period.

Regular Responsibilities:

- Attend staff meeting every Tuesday morning with the Pastor and Lay Pastoral Assistant.
- Produce and copy Weekly Bulletins.
- Create Sunday music and announcement slides.
- Update church website, and make use of email and social media communications.
- Receive and respond to incoming emails and phone calls.
- Look after facility booking and ensuring building is open for groups (you do not have to do this yourself, just need to make sure it happens).
- Work on a variety of projects, as detailed below.

Special Projects:

Weird Animals VBS

- Working with others, successfully plan, promote, and execute this children's program.

Lewisville Mission Team (July 12-18)

- Assist in the preparations for a visiting mission team, help coordinate daily details, and participate with the team in their children's program on Tobique First Nation.

Manor Services

- Direct the successful execution of two worship services at VGM. (*Friday May 16 10:30am & Sunday May 18 2:30pm*)

Fellowship Events

- Work with others to oversee the successful execution of two church fellowship events which are already scheduled.

Cemetery Records Project*

*This project is not required, but will be available to the employee if needed, to complete hours.

- Involves photographing headstones in church cemetery, recording information, and submitting this information into a webpage on our church website. More details will be given as necessary.

Project of Special Interest to Employee

- The employee may organize and execute any special project, event, or program that he or she wishes, pending approval from supervisor.