
MISSION

We're on a mission to point people to Jesus. For over 60 years we have pursued the same mission in Kelowna and we're just getting started. Want to be a part of the mission? Let's chat!

CONNECT

www.trinitychurchkelowna.ca
(250)860-3273
@trinitykelowna

APPLY

Please send resume and cover letter to jraine@trinitykelowna.ca

ROLE

- Start Date: Fall 2023
- Full-time/40 hours per week

Trinity Church is looking to hire an individual with a passion for all things community and spiritual formation. We are looking for someone that catches the vision of strategic discipleship and what it looks like to integrate individuals into community: from groups to serving opportunities. This role will serve primarily in our spiritual formation ministry while equipping and shepherding the amazing team of group & team leaders.

In this position, you would report to the Spiritual Formation Pastor and work with the team on cross-departmental initiatives that serve multi-generational settings in our faith community, and our city.

This role has an emphasis on logistics & administrative tasks as we journey with adults of all ages in our spiritual formation pathway. Thriving in this role means having a heart that is passionate about people while also being strongly administrative; bringing ease to the process of what it means to be a disciple of Jesus at Trinity while also encouraging belonging. You will often be the first impression someone has as they seek to join the community and take their next steps in following Jesus.

SKILLS

- Administration & Organization
- Leadership
- Teamwork
- Adaptability
- Curriculum Development
- Cultural Astuteness
- Communication
- Teaching

The following are not required, but considered **assets**:

Working knowledge of:

- Excel
- Canva
- Planning Center Online
- Outlook
- Microsoft Teams
- Share Point
- Social Media platforms

RESPONSIBILITIES

Support the mission, vision, and values of all ministries within Trinity Church by leading and living into our spiritual formation pathway

- Embracing Emotional Health
- Exploring a life of prayer and intimacy with God's word
- Revealing the values of a community that is tirelessly committed, generously authentic and persistently growing

Oversight of our Spiritual Formation Pathway, Systems and Policies:

- Ensuring appropriate systems are in place to support an efficiently functioning environment for inclusion and next steps for each person

Leading and Facilitating

- Identification and preparation of potential leaders and facilitators within the Spiritual Formation ecosystem
- Administration of equipping and empowerment gatherings throughout the year with the Spiritual Formation team

Spiritual Formation Communication

- Crafting and managing aspects of core-equipping classes, featured learning labs and community groups
- Communicating on behalf of Spiritual Formation staff to their volunteer teams

Project Management

- Developing pathways for seasonal devotional series & prayer initiatives
- Developing new adaptations of our spiritual formation pathway

REQUIREMENTS

Posture of Humility and Learning:

- Our team functions in a culture of "high trust, low ego" which permeates how we lead and interact with one another; we often find ourselves functioning in a non-hierarchical leadership structure

Biblically Grounded

- A passion for Scripture and ability to work with our Spiritual Formation pastor to shape programming and opportunities that help congregants of all ages grow spiritually in their love and knowledge of who Jesus is and what Scripture teaches

Culture & Teamwork:

- Experience and ability to cast vision and provide leadership for current and potential volunteers
- Strong ability to shepherd volunteers
- Consider equally how you can get better, but also how you can help make team members better

PROTECTION SCREENING

All applicants will be required to complete a Criminal Record Check.
Post open until position filled.