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## JOB DESCRIPTION

**POSITION:** Ministries Coordinator

**REPORTS TO:** Principal

**STAFF REPORTING TO THE POSITION:** None

**PRIMARY OBJECTIVE OF THE JOB:**

To be specifically responsible for all aspects of the outreach ministry at Capernwray and to serve as a faculty member in overseeing the Bible school programme

**GUIDING PRINCIPLES FOR ALL STAFF:**

To share in the vision and mission of Capernwray New Zealand

Staff, students and guests to Capernwray NZ shall:

- embrace Jesus Christ,
- through biblical teaching,
- equipping people for life and service in the world.

What is important to us:

- Christ's life in and through all
- Shaped and led by Scripture
- Holistic growth through discipleship and community
- Preparing for mission in every vocation
- Embracing the unique NZ experience

We focus on the following groups of people of all ages:

- Students of the Word from NZ, Pacific Islands and internationally
- Adventure students and students who wish to embrace our mission in the context of activities and hobbies
- Students who wish to embrace our mission in the context of touring this beautiful country

Also to fulfil our mission statement:

*The purpose of the Missionary Fellowship of Torchbearers is to proclaim the Gospel of Jesus Christ to all people in accordance with the Holy Scriptures (Bible); to lead them to a personal relationship with Jesus Christ as their Saviour, Lord and Life; to promote the Christian faith in accordance with the Holy Scriptures by means of witness, service and fellowship; to arouse, motivate and support mission-oriented living, in accordance with Scripture, in word and in deed; and to strive to increase the Kingdom of God throughout the world, thereby being bringers of light ("Torchbearers")*

### **FUNCTIONAL RELATIONSHIPS WITH:**

- Principal
- Pastoral Dean
- Business Manager
- Students
- Local Church leaders
- Community groups (eg schools)
- Mission Agencies

### **KEY EXPECTATIONS AND OUTCOMES OF THE JOB:**

- To fully agree with and live-out the aims and philosophy of the Torchbearers New Zealand Charitable Trust (TNZCT) as contained in the Torchbearer International Documents
- Coordinate all aspects of the outreach ministry at Capernwray
- Help manage logistics for the 10-week Touring Bible School programme
- Assist the Principal with teaching occasional classes in the Bible School programme
- Assist in the general activities and ministry of Capernwray

### **SPECIFIC TASKS & DUTIES:**

- Place, train and supervise students for their outreach & church responsibilities. This will involve giving some practical classes on gospel sharing, and use of drama, puppets, music and other creative activities
- Give monitor and feedback to the ND on student morale, spiritual growth and general wellbeing
- Assist the Principal and other Faculty with the assignment of students to discipleship partners
- Plan, prepare and lead ministry events (eg youth groups, schools) and particularly the full weeks of ministry as directed by the Principal
- Initiate and lead the student ministry/outreach on-campus programmes such as the 'Breakthrough', 'Tabernacle' and 'Carols by Candlelight' events or delegate and provide support as needed
- Provide on-going input into the student's preparation for ministry weeks and regular ministry placements and act as a 'resource person' for them
- Maintain the ministry equipment (especially the resource room) in good order and look for ways to improve and develop the resources
- Co-ordinate the missions awareness aspects of the Bible school training – this will include arranging mission speakers, other mission study and facilitating mission exposure trips overseas
- Assist with the planning and equipping of the 10-week Touring Bible School programme
- Provide support to designated project managers or committees for special events and functions (e.g. Easter Passion, Women's Conference, Men's Retreat, special celebrations)
- Participate as much as possible in other areas of life at Capernwray as negotiated with the Principal at the beginning of each term. This may include:

- Assist with leading a Family Group
- Ministry week leading
- Book Study leading
- Discipleship
- Leading devotionals
- Grading presented and written student Bible Studies

### **Job Description Acknowledgement**

I have received, reviewed and fully understand the job description for the above position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_