**Waterford Mennonite Church**Ministry Position Description

**Title**: Coordinator of Ministry Gifts

**Assignment**: Volunteer

Variable Hours - approximately one day per week expected

Reasonable expenses are reimbursed by the congregation.

**Accountability**: Pastoral Team Leader

**Summary**:

Provide leadership in developing and implementing the Lay Ministry programs of Waterford Mennonite Church. Facilitate and support programs that help people discover and implement their God given gifts. Equip people for ministry, and help them find the right places to support the Spirit led ministry of the church.

**Responsibilities**:

1. **Ministry Opportunities Discernment**
2. Seek out and understand the ministry opportunities in the congregation, and seek to connect and guide members and attenders with the appropriate gifts to those opportunities for ministry.
3. Be supportive of the work of the Gifts Discernment Ministry Team (GDMT), including attending meetings as needed.
4. Communicate regularly with the pastoral leadership and with the GDMT chair to facilitate a cohesive and consistent program.
5. **Discerning God-given Gifts**
6. Conduct or facilitate training that helps people identify or discern their own God-given gifts. Work at ways to champion God-given gifts, making them visible and recognizable.
7. Encourage people (especially congregational leaders) to attend conferences and workshops that enhance their giftedness, or make them more aware of their ability to participate in the ministries of the church.
8. Provide for workshops that equip people to utilize their gifts within and outside the church.

**3. Connecting Gifts with Opportunities**

1. Communicate regularly with the pastoral leadership and with the GDMT chair to facilitate a cohesive and consistent approach for connecting gifts with opportunities.
2. Continually update and refine the electronic records storage related to gifts.
3. Develop and implement ways to recognize those that give of their gifts to the congregation and the larger body of Christ.

**4. Other duties as assigned.**

**Performance Review**:

1. Assessment of performance will follow the appropriate congregational policy.

**Qualifications**:

1. A willingness to be a member of Waterford Mennonite Church, in agreement with the vision and ministries of Waterford Mennonite Church.
2. Committed to personal spiritual disciplines and practices, engaged in personal spiritual growth.
3. Familiarity with, and understanding of, the structure of Waterford Mennonite Church, and the work of the Ministry Teams.
4. Ability to call forth God-given gifts and enhance their use for ministry.
5. Ability to listen, relate to and enjoy getting to know people.
6. Attentiveness to God at work among the members and ministries of the congregation.
7. Organizational and functional skills, including filing, computer software, written and oral communication.
8. A passion for gifts discernment and the calling of individuals to use their God given gifts.
9. Ability to facilitate group sessions and inspire individuals to learn more about themselves, and about how God is calling them to minister in the church.

July 25, 2014  
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