

JOB DESCRIPTION
(Revisions – October 2014, Reviewed – October 2015)

POSITION: National Director, Diaconal Ministries Canada

RESPONSIBLE TO: Board of Diaconal Ministries Canada

MAJOR RESPONSIBILITIES:

- Provides leadership on behalf of the board of Diaconal Ministries Canada that is in compliance with the policies of DMC to carry out its vision, mission, goals and strategies.
- Supports the staff of DMC as they partner with deacons, diaconates, churches, classes, diaconal conferences and agencies of the CRCNA so that CRC churches are equipped for effective and holistic community ministries.
- Coordinates the development of resources and equipping of deacons and churches as they carry out effective community ministries that demonstrate compassion and a love for justice.

PRIMARY DUTIES:

- a) Leadership of DMC (50%):
 - Reports to the board in regards to progress on Strategic Ministry Plan.
 - Develops and organizes the appropriate administrative structures for optimum use of resources.
 - Promotes the services of Diaconal Ministries Canada in the CRCNA within Canada and in other denominations when opportunities arise.
 - Works in partnership with other agencies of the CRCNA where and when it enhances the impact of diaconal ministry in Canada.
 - Networks when appropriate with other ministry organizations across Canada and internationally in order to strengthen its capacity.
 - Acts as the primary spokesperson of Diaconal Ministry Canada with the agencies of the church and churches of the CRCNA.
- b) Staff relationships (25%):
 - Ensures that staff are appropriately supervised and coached.
 - Monitors the work of staff and reviews their work on a regular basis.
- c) Mobilization of DMC's Resources (25%):
 - Spearheads research and the development of new resources for deacons, churches and ministry partners.
 - Monitors the planning, writing and editing of publications, newsletters, and educational materials.
 - Provides support to those who organize DMD training, Ministry Networking Day, Days of Encouragement, and other regional training events.
 - Other duties as may be assigned by the board or required by the church and its ministries.

WORK CONTACTS:

- Regular contact with DMC staff and with agency personnel of the CRCNA in the Canadian denominational office.
- Sits as an ex officio member of the board and its committees.
- Considerable contact with members of the Christian Reformed Church across Canada.
- Represents Diaconal Ministries Canada in ecumenical and voluntary agency settings.
- Periodic contact with other Christian community agencies.