

Role Description

Title:	Ministry Director - Capernaum
Reports to:	Vice President, Field Ministry
Department:	Capernaum
Branch:	Field Ministry
Type of Work:	Permanent, Full-time
Work Location:	Remote

Position Purpose:

Reporting to the Vice President, Field Ministry, you are responsible to deepen existing Capernaum ministries and to grow new Capernaum clubs in each Region.

Teenagers with disabilities will hear the Gospel in terms they can understand from someone who cares for them personally so as to accomplish Young Life's mission to "glorify God by sharing Jesus Christ with the entire next generation." You build relationships with teenagers, local adults, committee, and area staff, helping to present the Gospel of Jesus Christ incarnationally, always trying to bridge the gap between teenagers and Jesus.

As a member of the Religious Order of Young Life of Canada, the Director agrees with the Order's Statement of Faith and abides by its Codes of Conduct (i.e. Faith and Conduct, Sexual Conduct, and Protecting Teenagers, Volunteers and Staff policies).

Key Responsibilities:

Grow and Deepen the Work 20%

- Expand the number of clubs and staff in both unique Capernaum and inclusive clubs in partnership with Regional and Ministry Directors.
- Ensure existing work is well supported and resourced.
- Innovate new and creative expressions of Capernaum ministry across the country
- Partner with like-minded organisations across Canada to expand and support Capernaum
- Provide start-up areas with initial ministry resources, training, and financial support as needed.

Leadership Development of Capernaum Staff and Volunteers 20%

- Partner with the Vice President of Field Ministry to lead Capernaum nationally and align ministry strategy with organizational goals.
- Collaborate with Regional Directors, Ministry Directors and Area Directors to develop strategic and sustainable Capernaum ministry plans, including the launch and support of new ministry areas.

- Provide regular communication, coaching, and support to Capernaum staff (including the Capernaum Core Leadership Team - CCLT) and volunteer team leaders, offering guidance in problem-solving, planning, vision, and goal-setting.
- Offer disability expertise to staff and volunteers and create meaningful opportunities for disability-related learning and development.
- Maintain regular communication with their supervisors for effective onboarding and ongoing development.
- Develop and oversee leadership pipelines for staff and volunteers, including pathways for individuals with and without disabilities.
- Serve on Field Leadership Team to help develop and implement vision, goals, training, camping, resource development, and communications initiatives.

Resource Development 20%

- Raise personal financial support as required for the role.
- Cultivate and steward donor relationships to grow and sustain Capernaum ministry across Canada.
- Develop, support, and collaborate with the National Capernaum Committee to advance fundraising, awareness, practical support, and prayer for the ministry.
- Clearly communicate the mission, vision, and impact of Capernaum to potential donors, churches, and community partners.
- Adhere to Taking Donors Seriously (TDS) practices and systems.
- Maintain financial accountability by ensuring expenses remain within the approved budget.

Direct Ministry Leadership 15%

- Oversee all aspects of Capernaum camping ministries, including Capernaum Family Camp (CFC*), Capernaum participation in Branch, Regional Camps, and Day Camps.
- Ensure branch and camp environments are equipped, trained, and structured to fully include individuals with disabilities.
- Create and ensure opportunities for Capernaum youth to grow in their faith through Capernaum programming, Leadership Experience, Work Crew and Summer Staff pathways.

Capernaum Family Camp Leadership 15%

- Provide overall leadership for the vision, planning, and execution of Capernaum Family Camp.
- Invite families and support regional and area staff as they engage families in their communities.
- Lead the long-term vision for the growth and impact of CFC in supporting families affected by disability.
- Collaborate with the committee to raise annual scholarships and funding for CFC.

Ministry Support and Administration 5%

- Maintain accurate ministry statistics and reporting through Engage Spaces.
- Provide clear, timely, professional communication to staff, families, volunteers, and stakeholders across the mission.
- Develop annual ministry goals and strategic plans and review progress regularly with the Capernaum Committee.
- Support the creation and distribution of resources that strengthen ministry effectiveness and accessibility.

Training and Professional Development 5%

- Participate in ongoing professional development, continuing education, and disability-related training to enhance effectiveness and stay current with best practices.

Guiding Principles and General Responsibilities

Spiritual Leadership

- Model Christ in word, deed and actions.
- Model and promote Young Life's mission and values. Represent Young Life positively and professionally within the community.
- Provide spiritual leadership to direct reports and volunteers, if applicable.
- Pray for kids, Young Life volunteers, and fellow Young Life staff.
- Pursue personal spiritual growth and involvement in a local church.

General Responsibilities

- Cultivate new funding within the region to grow Capernaum in new areas. Cast a fundraising vision to the Capernaum committee and work with them using the Taking Donors Seriously philosophy, to raise funds and promote, grow and sustain emerging Capernaum clubs
- Establish and manage an annual Capernaum budget per the timeline set by Young Life's fiscal policies. In partnership with the Committee Chairperson, ensure adequate financial support is raised to fund expenses.
- Support the regional director to determine how best to financially integrate the flagship club with the local area ministry.
- Establish financial sustainability for Capernaum through a combination of donor cultivation and seeking out grants to fund the work.
- Adhere to all Young Life financial policies and procedures.
- Raise personal support as outlined in the area budget.

Team Duties and Responsibilities

- Model open communication and work collaboratively within the Young Life staff family, and in particular, the regional team, for the good of the organization, in support of Young Life's mission, core values and strategic plan.
- Engage with and foster healthy relationships with the regional staff team.
- Attend staff meetings, staff conferences, and prayer days locally.
- Accept national and/or regional responsibilities as agreed upon by the individual, the Regional Director and committee.
- Nourish a truthful, accountable, forgiving, joyful, and healthy work culture.

Personal and Professional Development

- Pursue spiritual growth.
- Continue to develop professionally as an expert regarding kids with disabilities. Seek out opportunities to learn about kids with disabilities.
- Build and sustain a healthy relationship with YL Capernaum USA.
- Continue to hone your leadership skills. Partner with regional directors and senior area directors to learn more about their role as it relates to building a leadership pipeline, growing the new and next, etc.
- Own the challenges and solve the problems. Grow in professionalism and leadership so you are an influencer, teaching people to have vision for and ownership of Capernaum.
- Pursue opportunities to learn through books, courses, on-line resources, etc.

Qualifications:

Spiritual

- Personal knowledge and experience of the saving work of Jesus Christ.
- Agreement with Young Life's Statement of Faith.

Education and Experience

- Bachelor's degree or equivalent.
- Completed Young Life of Canada's staff training program.
- 1-3 years' experience mentoring and discipling young people in a relational ministry setting in a church, community organization, or ministry.
- Past or current involvement in local or regional Capernaum ministry.

General Qualifications

- Intermediate to expert knowledge of how to effectively work with and support kids with physical or mental challenges is required.
- A natural initiator with an entrepreneurial drive.
- Engaging personality. Laughs readily. Positive outlook.
- Team builder with demonstrated leadership ability.
- Excellent verbal communication and interpersonal skills.
- Able to communicate with teenagers. Willingness to enter their world.
- Flexible with a positive attitude toward serving, learning and training.

- Understand the unique issues faced by teens with disabilities and their families.
- Proven relational skills with both adolescents and adults.
- Ability to maintain confidentiality.
- Proven strategic planning skills.
- Ability to implement new strategies.
- Ability to work independently as well as with a group.
- Self-motivated and goal-oriented.

Training and Certification

- Legally entitled to work in Canada.
- Valid Class 5 driver's license and clean Driver's Abstract or equivalent.
- Clean criminal record check, including vulnerable sector search, required as a condition of employment.

Work Conditions

Work Location:

- Work is performed in a variety of settings, including office, school, private homes, camps, and restaurants. It requires frequent travel by car or bus. Some travel by car, bus or airplane to other cities within Canada will be required several times per year.

Physical Requirements:

- The work is generally sedentary in nature but may require standing or walking up to 30% of the time, and more strenuous physical activity such as running or hiking up to 10% of the time. Employee will occasionally be required to sleep on church floors or on a bus.

Work Environment:

- Work environment is generally favourable. The work may be outdoors 10% of the time. The position is required to work with teenagers in middle and high school. Job requires employee to transport teenagers by car or van.

Hours of Work:

- This position is required to work evenings and weekends on a regular basis to accommodate the out-of-school / off-work availability of teenagers and volunteers.

Hazards:

- Hazards are considered minor and controllable. Employee is required to hear information about teenagers' lives which may be troubling or upsetting, and may cause emotional issues including vicarious trauma.

Other:

- Due to the nature of the job, and our commitment to a safe environment for teenagers and volunteers, the individual is subject to a criminal record check, including a vulnerable sector search, and must submit a current driver's abstract or provincial equivalent.

The above statements are intended to describe the general nature and level of work performed by people in this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills

required of people in this position. Duties and responsibilities that do not constitute a major change may be added, deleted or changed at any time at the discretion of the supervisor either orally or in writing.

Staff Person Name

Signature

Date