

Grandview Calvary Baptist Church (GCBC), located in the Commercial Drive neighbourhood of Vancouver, BC, is seeking to fill two positions with responsibility for its Eastside Story Guild Program (<http://www.gcbchurch.ca/formation/eastside-story-guild>).

Should one person possess the skillsets and experience needed to undertake both roles together, it may be possible to combine the roles into a single position.

Those wishing to be considered for one or both positions are invited to submit the following as a single PDF document to: esg@gcbchurch.ca.

- Cover letter - Please indicate in the cover letter which of the two positions you are applying for or if you wish to be considered for both roles as single position
- Résumé

Complete applications must be received by **4:00pm (Vancouver time) on Monday, 26 June 2017**.

Eastside Story Guild (ESG) Program Director

Annual Salary

- ~\$16,000 per annum

Work Schedule

- Approximately 13 hours per week, averaged over the year
- ESG has two seasons each year: from early September through early December (fall) and mid-January through early May (spring). During each season, ESG children and youth meet on Friday afternoons from 3:45-6:00 pm. Each season culminates in an all-day Saturday rehearsal and three presentations of the story the following weekend (Saturday afternoon, Sunday morning and Sunday evening).
- In addition to the seasons described above, the ESG Program Director would spend time preparing for each season (in August for the fall season and in December for the spring season) and winding down each year's activities (May).
- Thus, the ESG Program Director can expect the following schedule:
 - August - approx. 10 hours per week
 - September through December - approx. 20 hours per week
 - January through April - approx. 20 hours per week
 - May - approx. 10 hours per week
 - June through July - little to no hours

Organizational Structure

ESG is a ministry of Grandview Calvary Baptist Church (GCBC), focused on spiritual formation and outreach to the wider Grandview-Woodlands neighbourhood through Biblical storytelling. As a ministry lead, the ESG Program Director is a member of GCBC's staff, which comprises:

- Congregational Pastor
- Morning Congregation Pastor
- Evening Congregation Pastors
- Children's Pastor
- Youth Pastor
- Administrative staff
- Other ministry leads

The ESG Program Director is expected to regularly attend GCBC staff meetings, seeking to integrate and coordinate the activities of ESG with GCBC's wider vision, strategic goals and ministry activities.

The ESG Program Director is one of three paid ESG staff and works in close collaboration with the other ESG staff:

- ESG Program Director
- ESG Artistic Director
- ESG Music Director (contract)

The ESG Program Director also works in close collaboration with key volunteers.

The ESG Program Director is supported by the ESG Advisory Committee, which works with the Program Director to shape and hold the vision and strategic goals of ESG, develop an annual operating budget and support staff transitions.

Work Performed

(the percentages listed below are provided to give a general sense of the time and energy given to different aspects of the position, but may vary somewhat in practice)

1. Spiritual formation / pastoral care / community formation - 30%

- Meets regularly with GCBC pastoral staff and seeks to integrate ESG activities with those of wider GCBC community and neighbourhood, with particular attention to children's and youth discipleship
- Guides and facilitates spiritual rhythms / practices (prayer, reflection, singing, encouragement, communion, blessings, etc.) that shape ESG gatherings (weekly and in presentations)

- In the tradition of Godly Play, leads the weekly storytelling, focused on open-ended wondering and the concrete embodiment (engaging the senses, imagining people's experiences) of God's participation in history
- Engages in storytelling that is accessible to a wide spectrum of familiarity with Biblical stories and theological concepts
- Establishes and maintains weekly routines and occasional events (ESG almost-sleepover, end-of-season parties, etc.) that build relationships between ESG participants from different communities (within and outside GCBC community) and different age groups
- By example and in mentoring of children and youth participants and adult volunteers, supports a culture of acceptance, safety, encouragement, and trust that is rooted in a Biblical vision of the Kingdom of God

2. Script-writing - 20%

- In consultation with GCBC pastoral staff, selects the Biblical story to be adapted for each season, ideally as part of a multi-year plan
- Reflects prayerfully and undertakes further research (reading, conversation, etc.) on the Biblical story, identifying key themes and images to be highlighted in the ESG presentation
- Facilitates development of the script in collaboration with the ESG Artistic Director and volunteers
- Works with the ESG Artistic Director to engage the children and youth in the scripting of specific scenes and key images/symbols

3. Volunteer coordination and support - 20%

- Takes overall responsibility for coordination and support of volunteers, including:
 - Ensuring volunteers have received appropriate training in GCBC's Protection Plan and have up-to-date criminal record checks
 - Recognition of volunteers (thank-you's, etc.)
- Organizes and provides direction to volunteers in specific areas:
 - Providing food for weekly sessions, rehearsal day, presentation weekend and other occasional events
 - Ensuring adequate supervision of participants at ESG gatherings, in compliance with GCBC's Protection Plan
 - ESG almost sleep-over
 - Support of presentation weekends (ushers, information booth, etc.)

4. Administration - 10%

- Works with ESG Advisory Committee to develop annual operating budget, including registration fees, programming costs, etc.; monitors income and expenses against budget

- Collects registration information from participants and their families / guardians and stores that information in accordance with relevant privacy legislation
- Maintains up-to-date contact list for participants, parents/guardians and volunteers
- Writes reports/updates as needed (GCBC annual report, etc.)

5. Fundraising - 10%

- Writes grants
- Writes thank-you's to donors
- Coordinates with GCBC Administrator re: donation database
- Coordinates fundraising activities (silent auction, prize draws, dinner theatre, etc.)

6. Communications - 10%

- Manages social media presence, regular communications to ESG participants, donors, etc.
- Coordinates production of posters and programmes for ESG presentations

Supervision Received

- The ESG Program Director works within the general direction set by Congregational Pastor
- Performs duties independently and takes initiative in responding to new situations / duties
- Receives a regular performance review organized by GCBC Personnel Committee.

Supervision Given

- The ESG Program Director provides direction to the ESG Artistic Director and ESG Music Director
- Supervises the activities of a wide variety of volunteers.

Qualifications

- Minimum one year of formal theological training and minimum two years of experience in a pastoral role, or an equivalent combination of education and experience
- Minimum two years of work experience with children and/or youth
- Leadership experience in a non-profit organization, including coordination of volunteers
- Demonstrated interest in storytelling / narrative
- Strong planning skills, including ability to break larger projects into manageable tasks and schedule those tasks to achieve goals over an extended period time
- Excellent communication skills, both oral and written
- Ability to demonstrate tact, diplomacy, and empathy in facilitating dialogue and dealing effectively with difficult situations
- Willing to become a member and regular attendant of GCBC

Eastside Story Guild (ESG) Artistic Director

Annual Salary

- ~\$12,000 per annum

Work Schedule

- Approximately 10 hours per week, averaged over the year
- ESG has two seasons each year: from early September through early December (fall) and mid-January through early May (spring) . During each season, ESG children and youth meet on Friday afternoons from 3:45-6:00 pm. Each season culminates in an all-day Saturday rehearsal and three presentations of the story the following weekend (Saturday afternoon, Sunday morning and Sunday evening).
- In addition to the seasons described above, the ESG Artistic Director would spend time preparing for each season (in August for the fall season and in December for the spring season) and winding down each year's activities (May)
- Thus, the ESG Artistic Director can expect the following schedule:
 - August - approx. 10 hours per week
 - September through December - approx. 15 hours per week
 - January through April - approx. 15 hours per week
 - May - approx. 10 hours per week
 - June through July - little to no hours

Organizational Structure

ESG is a ministry of Grandview Calvary Baptist Church (GCBC), focused on spiritual formation and outreach to the wider Grandview-Woodlands neighbourhood through Biblical storytelling.

The ESG Artistic Director is one of three paid ESG staff and works in close collaboration with the other ESG staff:

- ESG Program Director
- ESG Artistic Director
- ESG Music Director (contract)

Work Performed

(the percentages listed below are provided to give a general sense of the time and energy given to different aspects of the position, but may vary somewhat in practice)

1. Theatre direction - 60%

- Collaborates with the ESG Program Director to develop and implement aesthetic vision for each presentation - key themes, images and symbols

- Provides direction and opportunities for hands-on participation of children and youth in the following areas:
 - Acting
 - Staging
 - Set design and building
 - Costumes and props
 - Dance and choreography
 - Lighting, sound, etc.
- Collaborates with the ESG Music Director on musical theme / style for presentation and for specific scenes

2. Script-writing - 20%

- Collaborates with the ESG Program Director and volunteers to develop and refine script
- Engages children and youth in the scripting of specific scenes and key images/symbols

3. Mentorship, theatre skills development and coordination of guild program - 10%

- Teaches and models theatre skills to children and youth
- Through the structure of a guild or apprenticeship system, recognizes and encourages participants' development as theatre artists
- Mentors teens in their work with younger children

4. Volunteer coordination - 10%

- Organizes and provides direction to volunteers in specific areas:
 - Theatre arts
 - Set design and building
 - Costume design and fabrication
 - Other theatre-specific tasks

Supervision Received

- The ESG Artistic Director works under the direction of and reports to the ESG Program Director
- Performs duties independently and takes initiative in responding to new situations / duties

Supervision Given

- The ESG Artistic Director provides direction to a wide variety of volunteers

Qualifications

- Minimum two years of experience in theatre performance, education and/or leadership. Formal training in theatre arts is an asset

- Minimum two years of work experience with children and/or youth
- Vocational interest in developing leadership and mentoring capacity in teens
- Experience in coordination of volunteers
- Strong planning skills, including ability to break larger projects into manageable tasks and schedule those tasks to achieve goals over an extended period time
- Excellent communication skills, both oral and written
- Ability to demonstrate tact, diplomacy, and empathy in facilitating dialogue and dealing effectively with difficult situations
- As a Christian, values the Biblical narrative as foundational to the human story and the work of ESG