

Interim Director, Word & Table

Role details

Term: Two years

Hours: Full-time preferred; part-time considered

Location: Edmonton, Alberta, based primarily at McDougall Church

Reports to: Jeremy Putz (Lead Pastor of Central Baptist), on behalf of the Founding Advisory Team

Start Date: January 1, 2027

Job vision

Word & Table is a one-year, immersive Christian training experience designed to help young adults discern and strengthen the trajectory of their lives. At its heart, the experience is shaped around worship, community, and mission — helping young adults grow in Scripture, prayer, friendship, service, calling, and courage.

The Interim Director will take the 30,000-foot vision and help turn it into a real, relational, faithful, and sustainable program. This role is for a prayerful, entrepreneurial, grounded Christian leader who loves Jesus, loves the church, believes in the next generation, and can move from big-picture vision to practical execution with energy, humility, and faith.

Responsibilities

1. Launch and lead the first two years.

The Interim Director will take the founding vision of Word & Table and begin building the first working version of the program. This includes launching and evaluating the founding year, refining curriculum and structure, building key partnerships, and helping develop the long-term shape of the institute.

The role requires initiative, creativity, and the ability to build momentum within the boundaries and direction set by the Founding Advisory Team.

2. Develop the program experience.

The Interim Director will shape the core components of Word & Table, including biblical and theological teaching, worship and prayer rhythms, community life, mentorship, retreats, serving opportunities, church placements, compassion ministry experiences, and mission exposure.

The Director will ensure that discipleship, formation, calling, and life trajectory remain at the centre of the program, while integrating the core values of worship, community, and mission. The Director will

not be expected to provide all teaching personally, but will curate and coordinate trusted pastors, ministry leaders, and practitioners who can contribute to the formation of students.

3. Recruit and engage students.

The Interim Director will lead student recruitment and promotion for the founding year and second year. This includes communicating the vision clearly, connecting with churches, parents, youth pastors, young adults, and ministry leaders, and helping prospective students discern whether Word & Table may be a meaningful next step for them.

The Director should be a person young adults trust and want to be around — someone who can welcome, challenge, encourage, and inspire.

4. Build partnerships with churches and ministries.

The Interim Director will develop strong working relationships with local churches, pastors, compassion ministries, camps, and other ministry partners. These connections will help create meaningful placements, teaching opportunities, serving experiences, mentorship pathways, and practical support for students.

This role will also involve helping cultivate a growing network of volunteers, mentors, guest contributors, prayer partners, and supporters who can strengthen the life and mission of Word & Table. The Director will help identify and pursue appropriate fundraising opportunities, grants, sponsorships, and donor relationships that can contribute to the long-term sustainability of the institute.

The Interim Director will work collaboratively with the Founding Advisory Team while strengthening trust across the wider church and ministry network.

5. Provide operational and financial leadership.

The Interim Director will manage day-to-day operations, program expenses, schedules, communication, systems, and logistics within the approved structure and budget.

The Director will be expected to lead from big picture to small details — helping build a program that is spiritually rich, relationally healthy, operationally clear, and financially responsible.

Qualifications

Character and spiritual maturity

The ideal candidate will demonstrate the character of a mature Christian leader as described in Scripture: humility, integrity, teachability, self-control, love, faithfulness, and the fruit of the Spirit. This person should have a deep foundation of prayer, a first love for Jesus, love for the church, and a heart for mission.

Leadership gifts

The ideal candidate will be an initiator — energetic, entrepreneurial, inventive, and full of faith — while also being practical, organized, and able to execute details well. They should be positive, resilient, team-oriented, and able to lead with both vision and follow-through.

This role is not for someone who wants to maintain an existing program. It is for someone who can help create, refine, and lead something new.

Relational strength

The role requires strong relational intelligence and the ability to connect with a wide variety of people: young adults, pastors, parents, ministry leaders, denominational leaders, and community partners. The candidate should be warm, approachable, discerning, and able to communicate both welcome and challenge.

Communication and administration

The candidate should be a strong verbal and written communicator, able to cast vision clearly, recruit effectively, organize information, manage logistics, and build practical systems.

This role requires theological depth and clarity, and the heart of the work is formative leadership — helping young adults integrate biblical truth, spiritual maturity, community, and mission into a faithful life with Jesus.

Experience, education, and alignment

A broad range of life, church, ministry, and mission experience is highly desirable. Experience with similar formative programs such as YWAM, Capenwray, Bible college, gap-year discipleship programs, camps, church internships, young adult ministry, compassion ministry, or mission work would be an asset.

Any practical ministry skills such as teaching, worship leading, mentoring, pastoral care, or program leadership would also be valuable.

A bachelor's degree is required; graduate education is preferred. The candidate must be theologically aligned with historic evangelical orthodoxy, willing to affirm the North American Baptist Conference Statement of Beliefs, and able to work within the theological accountability and launch structure established for Word & Table.

Term and future opportunity

This is a two-school-year interim role designed to lead Word & Table through its founding year and second year of development. During this season, the Interim Director will launch the program, refine the model, build systems and partnerships, recruit and lead students, and help clarify the long-term leadership needs of the institute.

The Interim Director may apply for the permanent Director role when that search process begins, though the permanent role will be discerned and approved through the established leadership process.

Launch leadership and accountability

During the first two years, the Interim Director will receive guidance and accountability from a Founding Advisory Team made up of Terry Fossen, Regional Minister of the Alberta Baptist Association; Jeremy Putz, Lead Pastor of Central Baptist Church; and Joel Nikkel, Executive Director of Hope Mission.

Operationally, the Interim Director will report to Jeremy Putz, who will provide day-to-day supervision on behalf of the Founding Advisory Team.

To apply

Applicants are invited to submit a résumé and cover letter outlining their faith, ministry experience, leadership gifts, and interest in the vision of Word & Table.

Please submit applications to Jon Putz at jon@followingtogether.com.

For questions, contact Jeremy Putz at jeremy@followingtogether.com.