



west meadows

Experience New Life with Jesus!

CHURCH HISTORY

Our church began in 1962 with the start of a Sunday School. In 1963, the congregation formally organized as *Meadowlark Baptist Church* in the west end of Edmonton. God blessed our ministry through the years and in 1993 the congregation relocated further west alongside the Anthony Henday Drive under the new name *West Meadows Baptist Church*. In recent years, we have experienced a steady growth among young families and are committed to being disciples who make disciples. Our heart for God and others inspires us to effectively engage and serve our surrounding community of Lewis Farms. Today, we strive to accomplish this through our in-person ministries as well as intentional online ministry.

Our past is the story of godly pastors and people who laboured to bring the gospel message to our community and world. We praise the Lord for our biblical heritage and the dedicated people who planted and established our congregation. We are one of 400 churches associated with the North American Baptist Conference. You can find us online at: westmeadows.org

WHY DO WE EXIST?

*To invite people to experience
New Life with Jesus
by living out His grace,
truth, and love.*

WHAT DO WE VALUE?

- *We are welcoming...*
- *We are faithful...*
- *We are unified...*
- *We are engaged...*

MINISTRY ASSISTANT

The Ministry Assistant helps cultivate an environment where ministry can thrive by ensuring our church spaces are prepared, welcoming, and distraction-free. This role is not simply about setting up rooms, but about creating an atmosphere where people can worship, connect, learn, and experience the New Life without logistical obstacles. Through hands-on support and proactive coordination, this position reduces the operational burden on ministry staff so they can focus on leadership rather than managing setup and facility details.

DUTIES & RESPONSIBILITIES

Event Setup & Ministry Support

Providing hands-on preparation and physical support to ensure ministries and events are thoughtfully executed and distraction-free.

Key responsibilities:

- Set up rooms, furniture, staging, and equipment
- Support regular ministries including worship, sports, classes, and outreach programs
- Prepare setups for special events such as baptisms, funerals, weddings, and rentals
- Set up and operate basic sound systems and AV equipment for various events as needed

Facility Readiness & Maintenance Awareness

Maintain a facility that reflects care, excellence, and hospitality through proactive organization and monitoring.

Key responsibilities:

- Perform extra cleaning tasks as needed to maintain a consistent standard of cleanliness and ensure the facility is event-ready
- Conduct regular facility walk-throughs to identify maintenance concerns and address minor issues when capable
- Keep storage rooms organized, functional, and accessible
- Support vendors and contractors during service appointments, such as pest control, bottled water, and custodial supplies

Event Coordination & Scheduling

Provide administrative coordination and proactive communication to ensure events are anticipated, planned, and aligned with the church calendar.

Key responsibilities:

- Monitor and work from the church calendar to anticipate setup, cleaning, and teardown needs in advance
- Communicate with ministry staff to clarify setup expectations, timelines, and requirements
- Coordinate setup requirements with approved rental clients within church guidelines

PREFERRED QUALIFICATIONS

- High School diploma or equivalent is preferred.
- Experience in coordinating events, preparing facilities, or supporting ministries in a hands-on operational role is preferred.
- Able to spend 80-90% of work hours on your feet performing light to moderate physical activity indoors and outdoors.
- Able to work independently with minimal supervision, demonstrating good problem-solving and prioritization skills.
- Maintain a positive attitude and servant's heart regarding your job and the people you serve.
- Comfort setting up and operating basic sound/AV equipment is an asset.

RELATIONSHIPS

- Reports to the Operations Coordinator.
- A personal commitment to knowing Christ better through a regular time of reading His Word, personal prayer, and Christian community.
- A personal commitment to all members of the Pastoral and Administrative Staff, Ministry Leaders, the Elder's, and corporate mission, vision, and values.
- Meet the qualifications of membership at West Meadows Baptist Church.
- Submit to the Plan to Protect Child Protection Policy, which includes a Criminal Records Check Sector Check.
- Attendance at West Meadows Baptist Church is expected except in extenuating circumstances to be discussed with your supervisor.

OTHER

- This is a part-time position requires a standard schedule negotiated with your supervisor, with flexibility to accommodate a dynamic ministry schedule.
- Optional opportunities exist to serve as an event supervisor for special event rentals. These are paid at a standard event staff rate, would not be considered overtime, nor part of the base position.

Please prayerfully submit a cover letter and resume to: resumes@westmeadows.org

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted and provided with a complete job description.