

Children's Ministry Coordinator

Job Description *Finalized September 29, 2022*



Status: Part Time (15 hours) **Reports to:** Lead Pastor **Salary Scale:** negotiable

Summary

This position will provide leadership, direction, and oversight for BEMC children's ministries, with a primary focus on developing and sustaining a vibrant Christian Education ministry to the children of Bonavista Church that results in healthy disciples of Jesus. Broadly speaking, Children's Ministry Coordinator will serve in three critical roles: **developer**, **manager** and **servant**.

Developer

As developer, this position will purposefully and strategically recruit, train and equip children's ministry leaders and volunteers. The vision of this role is to attract and grow future leaders, and invest in them with the purpose of increasing their leadership capacity. "70 is the new 100" should serve as an ongoing prompt when considering what can be delegated away.

Manager

As manager, this position will provide both short-term and long-term strategy and leadership to create and maintain a ministry of excellence. They are responsible for planning and scheduling, as well as developing and overseeing a budget and maintaining necessary policies and guidelines.

Servant

As servant, this position will model a commitment to the downward mobility that Jesus calls his followers to embrace. While there is responsibility to lead, oversee, plan, and direct, this position will not avoid 'stacking chairs, sweeping floors, and taking out the trash'. All staff are called to this.

Key Responsibilities

- Responsible for the administration, coordination and oversight of the Sunday Morning Children's Ministry, developing appropriate procedures to ensure consistency and ministry effectiveness.
- Responsible for the recruitment, development and scheduling of volunteers.
- Responsible to communicate the plans, needs, and results of this ministry to the Lead pastor, staff, parents and volunteers.

Tasks

Administration, Coordination and Oversight

- Lead the review, purchase and implementation of preschool and grade school curriculum.
- Ensure materials and supplies are collected and distributed for weekly activities.
- Review weekly lesson plans.
- Ensure waivers are prepared, filled out and signed, and properly filed.
- Keep database up to date with current information and ensure pertinent information is collected and safely stored (medical information, new and visiting family information, etc).
- Train volunteers in Plan To Protect and ensure policies and procedure are followed.

Recruitment & Scheduling

- Recruit and train sufficient volunteers for the ministry
- Schedule volunteers for Preschool and Grade school programs.
- Schedule training sessions, team meetings as needed.
- Develop a team to look after Sunday morning set up (printing sign-in/sign-out forms, setting up technology, have USBs prepared, gather Powerpoint content or videos as needed, and arranging furniture as needed).
- Develop a team to look after Sunday morning clean up (filing forms, putting away technology and furniture as needed).

Communication

- Keep BEMC staff aware of kids ministry plans and activities.
- Attend weekly staff meeting or arrange regular time with Lead Pastor.
- Work with Pastoral Staff to ensure ministry coordination and cooperation.
- Email lesson plans to scheduled teachers and youth volunteers.
- Ensure parents receive regular updates regarding parental components and home support.

Qualifications

- Must be supportive of the church's ministry objectives and doctrinal position.
- Should have experience and training in teaching, leading and administration and be able to demonstrate positive past results.
- Able to function in a ministry team environment.
- Able to initiate new activities and delegate responsibility.
- Able to recruit and train volunteers and work with existing leadership.

Character and Behavioural expectations

Perfection is not expected; growth is. Leaders are expected to strive to “live a life worthy of the calling they have received” (Eph. 4:1). Some of the characteristics evident in an effective leader include:

- Committed to a growing, dynamic, and personal relationship with Jesus. Includes personal spiritual practices such as reading God's Word and having an active prayer life. Humility and a strong desire to continue learning and growing both professionally and personally.
- Committed to the larger Church family and maintaining unity. Models life lived within community.
- Fierce commitment to honesty and truth in both leadership and personal life.
- Prioritizes healthy relationships with family, including spouse if married.

Confession of Faith

All BEMC staff shall be in full agreement with the BEMC Mission, Vision and Values, as well as those of the Evangelical Missionary Church of Canada.

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by individuals within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, or responsibilities associated with the position.