

Children's Ministry Coordinator/Pastor Job Description

General Expectations

- Seek to be a growing disciple of the Lord Jesus Christ.
- Continue to learn and stay current in their understanding and practice of ministry.
- Seek to further the vision, mission and strategic plans of the church in a way that is consistent with the core values of our church.
- Be passionate about serving children and families

Required Skills

- Ability to plan ahead and to implement those plans.
- Ability to create and sustain a strong volunteer culture.
- Ability to lead and build teams
- Ability to work independently
- Excellent communication skills, both written and oral
- Knowledge and experience of children's ministry

Accountability

- The Coordinator's primary accountability is to the Youth Pastor. The Youth Pastor will be responsible for regular feedback, for changing the job description, and for conducting annual reviews.
- The Coordinator will be a contributor and a resource person to the Children's, Youth, and Family Ministry (CYFM). The Coordinator will work with CYFM in any ways that do not conflict with the supervision of the Youth Pastor.

Core Responsibilities

- Oversee the planning and coordination of all children's activities at our church (birth through to Grade 6).
- Recruit, equip and train the volunteers required in the children's ministry (including W.o.W., Discovery Park, and special events such as DVBS and special camps).
- Recommend appropriate curriculum to CYFM as required.
- Have responsibility for the CYFM area of the church (maintenance of CYFM supplies, equipment, etc.)
- Be the spokesperson/direct contact for Children's Ministry to the parents of our children including regular communication to these parents
- Promote and provide resources for parents to enable them to spiritually nurture their children and build strong families
- Be responsible for purchases related to Children's Ministry, submission of annual budget to CE and maintaining appropriate records of disbursements in coordination with the church treasurer

Compensation

- The Children's Ministry Coordinator will be a salaried position of \$20.00/hr for 20 or 25 hours per week, negotiable at time of hiring.
- The Children's Director will attend, an approved "major" children's ministry conference on an annual basis, in addition to a regional Children's conference (ie NeXT or other similar).

Children's Ministry Coordinator Job Description R3 (March 2018)

Immanuel Baptist Church, Truro, NS

Deadline: March 31 Email to: micah@immanueltruro.org