

## **Position Description – Faith Baptist Children’s Ministry Coordinator**

Overview: Faith Baptist Church is a stable and welcoming congregation with a desire to improve and expand its children’s ministries to better serve and attract younger families as part of a plan to renew our church.

We are searching for a person with a love for children and desire to see them know Christ. With good organizational and team-building skills they will work with our pastor and volunteers to energize and improve the church’s ministries to children.

Mandate: The Children’s Ministry Coordinator (CMC) will work with the pastor and a volunteer team to:

- Develop a high-quality Bible-based Sunday morning children’s program to take place during the Sunday worship service. This program should be designed to encourage regular attendance of currently connected children and create opportunities to invite friends to the program and/or other outreach events.
- Provide training and encouragement to children’s ministry workers and coordinate with the pastor and current workers to recruit additional volunteers.
- Plan and facilitate periodic special events that will be attractive to children and their families.
- Work with the pastor to involve children in Sunday worship and suggest ways of making the overall Sunday worship experience more welcoming and impactful for children and younger families.
- Be responsible for basic administration of children’s ministry programs, such as attendance tracking, ordering of supplies and curriculum, and updating “Plan to Protect” documentation for volunteers as needed.
- Seek to develop relationships with other organizations utilizing the Faith Baptist Church building (such as Scouting or Via Vita Academy) to seek to build connections between communities.

1<sup>st</sup> Year Goals: After the first year some desired results from the CMC's efforts will be:

- An increase in the volunteer base for children's ministry of 2-3 workers, and increased confidence and enthusiasm among children's ministry volunteers.
- An overall increase in the attendance of children on Sunday morning due to improved regular attendance and connections to new families. An average Sunday attendance of 8-12 children by the end of the first year is desirable.
- A Sunday worship experience that is accessible and attractive to children and younger families from beginning to end.

Qualifications: A personal confession of faith in Jesus Christ and a love for children are required. Experience in organizing and leading children's ministry efforts (Sunday school, DVBS, mid-week programs, etc.) is strongly preferred. Formal children's ministry training and/or theological education is an asset.

Accountability: The CMC will work under the direction of the pastor in day-to-day ministry efforts, while being ultimately accountable to the Church Council. The CMC will be reviewed by the Personnel Committee near the end of the first year of ministry to consider the outcomes of his/her efforts, and any desirable changes to the job description moving forward.

Time Commitment and Compensation: The listed responsibilities are expected to require approximately 10-12 hours per week on average. Occasional meetings with church leadership are required, but no regular office hours are necessary. This position will to be compensated through a weekly honourarium of \$150-\$175, based on experience.

Application Process: A current résumé (including references) with cover letter detailing relevant experience can provided to Rev. Borden Scott via e-mail at [faithbaptist@eastlink.ca](mailto:faithbaptist@eastlink.ca) or mailed to Faith Baptist Church, 299 Stokil Drive, Lr. Sackville, NS, B4C4G8.