

FGMB Children's Ministry Coordinator - Job Description (April 2022)

Children's Ministry Coordinator (0.5 FTE)

The Children's Ministry Coordinator will plan, implement, and maintain faith formation programming and activities for children under the oversight of the Community Life Pastor. The overall vision, direction and theological frameworks to support the Children's Ministry Coordinator in this role are provided by the Community Life Pastor.

Duties and Responsibilities:

Program Leadership: 40%

1. Develop and maintain job descriptions for ministry leaders and volunteers.
2. Identify, recruit and develop ministry leaders and volunteers.
3. Identify and provide regular training opportunities and resources.
4. Develop a positive and encouraging team environment that sustains volunteers.
5. Provide onsite leadership and oversight for children's ministry activities.
6. Provide direction and support to ministry leaders.

Administration: 60%

1. Assist in screening volunteers (e.g. Application process and background checks).
2. Administer the Safe Place Policy and other relevant policies as necessary.
3. Coordinate classroom spaces and other church facilities.
4. Oversee scheduling and communications with ministry volunteers.
5. Regular communication with families regarding children's ministry information.
6. Coordinate Children's Ministries program events and projects with ministry leaders.
7. Source curriculum materials, supplies and program resources.
8. Organize and maintain ministry materials and resource rooms.
9. Develop and administer the Children's Ministries budget.
10. Participate regularly in staff meetings.
11. Meet regularly with the Community Life Pastor.

Areas of Responsibility:

- Nursery
- Mini Kid Zone
- Kid Zone One2Four
- Zone 56
- Kids Club
- Summer Kids Church (May-Aug)
- Bible Day Camp
- Advent/Lent Activities
- Kids Christmas Program

Qualifications:

- A committed follower of Jesus with a passion for children's faith formation
- Willing to become a member of FGMB and affirm the MB Confession of Faith

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- Demonstrated spiritual and emotional maturity
- Criminal Record Check/Vulnerable Sector Check
- Education and Experience
 - 2+ years Post-secondary education
 - i. preference for a degree/diploma in Child Development or related field
 - 2+ years of experience in children's ministry leadership
 - First Aid Certificate

Key Competencies:

1. Planning and organizational skills
2. Motivation and mobilization of volunteers
3. Team leadership and interpersonal relations skills
4. Creativity and initiative
5. Communication skills
6. Ability to function well in a team environment

Relationships:

1. Children's Ministry Coordinator will participate regularly in weekly staff meetings
2. Working hours in the office environment are variable depending on the requirements of the position and the personal schedule of the successful candidate.
3. The Children's Ministry Coordinator works closely with several established ministry leaders:
 - Nursery Coordinator
 - Mini Kids Coordinator
 - Zone one2four Coordinator
 - Zone 56 Coordinator
 - Kids Club Coordinators

Start Date: August 2022

How to Apply:

Please send a resume and cover letter to info@fgmb.ca.

Processing of applications received will begin May 15 and will close once the position has been filled.