

Reports to: Site Pastor

Hours: 16 Hours or as agreed upon

Last Edited: October 11, 2023

Summary

The *Creemore Children's Ministries Coordinator* is responsible for overseeing and supervising *the building of a community outreach children's portfolio targeting children ages 0-10 in Creemore*. The *Creemore Children's Ministries Coordinator* will provide leadership and direction to *Sunday or weekend worship experiences as required*. They will work in cooperation with the *Site Pastor, Associate, and Family Ministries Director*.

General Responsibilities

- Be a part of the worshipping community of Clearview Community Church.
- Demonstrate leadership, development, and commitment to the CCC Staff Key Behaviors: We are quick to take responsibility, we are quick to see the team win, we are quick to apply our best efforts, and we are quick to cultivate a culture of honor.
- Attend and participate in weekly staff meetings and other meetings as required.
- Meet as required with site pastors to develop clear communication, give and receive feedback, and create clarity of ministry plans and goals.
- Provide reports for the Annual General Meeting as required.
- Manage the disbursement of budgeted funds for *the Creemore Children's Ministry* within the guidelines of the approved budget and in adherence with the purchasing policies of the church (including creating budgets and proposals).
- Be responsible for preaching duties as assigned.
- Provide a Criminal Record Check and Vulnerable Sector Check as required.

Primary Responsibilities – Children's Ministries Director

- Develop and implement a ministry strategy that targets outreach for children ages 0-10 years old.
- Develop and implement a weekly drop-in program for children.
- Manage, maintain, and ensure the purchase and repair of related equipment as needed in consultation with the Director of Administration (Finance and Facility)
- As required – implement children's programming during regular worship gatherings.