

Children's Ministry Coordinator - Maternity Cover Contract - Job Description

Job Title: Children's Ministry Coordinator (Maternity Cover)

Reports To: Lead Pastor

Position Status: Maternity Cover Contract, up to 40 hrs weekly.

Parkview Church is a vibrant and growing multiethnic church dedicated to Spirit-empowered discipleship and mission in Guelph and beyond. We are excited about what God is doing in our midst. We are seeing people come to faith in Jesus and we are dreaming of pioneering effective Spirit-led discipleship to reach the city. We serve a diverse church of age and background of 500+

Role Purpose: The Children's Coordinator is responsible for the growth and development of Parkview Kids Ministry (ages 0-11). We believe that Parkview Kids Ministry needs to be of the highest quality. We have a robust team of volunteer leaders (40+) and helpers who support this ministry. A vital aspect of this role is to coordinate and support the team i.e. to train and support those volunteers ensuring that Parkview's Protection Policy and criminal record checks are completed as required. You will be part of a team that encourages fresh, imaginative ways for the children to encounter God in prayer, worship and through the Bible; and encourages prayer for the children's work within the wider church.

Role Responsibilities

LEADERSHIP DEVELOPMENT – 25%

Parkview Kids Leadership

Fulfill role as Team Leader for Kids Ministry (recruiting, equipping, placing and managing team leaders and team members)

Vision for Parkview Kids

Discuss facility ideas and strategies as growth continues

Behaviour management strategies and implementation

Facilitate transition of children into Jr. High Ministry in partnership with Youth Pastor

Recruit, Train and Equip Team Members

Communicate with existing team members

Recruiting, processing applications for and training new team members

Plan and facilitate semi-annual meetings with each Parkview Kids team

Lead an annual Parkview Protection Policy training event

Pastoral visitation with Parkview Kids parents and team members

ADMINISTRATE PARKVIEW KID'S MINISTRY – 35%

General Administration

Schedule all Parkview Kids ministry teams

Purchase supplies

Communicate with other staff and Day Care Administrator

Develop, implement and execute the Parkview Protection Policy

Oversee incident reporting process and stocking first aid kits in Parkview Kids areas throughout the building

Plan the ministry calendar; create reports/proposals and implement ideas for Parkview Kids ministry

Update the Parkview Kids portion of the Parkview website

Facilitate and lead Tuesday night Kids Program (Kids Zone)

Develop and maintain annual ministry budget

Complete monthly credit card statement forms, deposit sheets and other financial documentation

Parkview Kids Sunday Morning Experience

Oversee Parkview Kids Check In, including all appropriate program information
Set up each classroom and oversee each leadership team
Oversee the Resource Room
Prepare Curriculum
Maintain ministry equipment such as toys, lanyards, tags, and facility

FAMILY DISCIPLESHIP – 10%**Parkview Kids Events**

Day Camps (Hire and Manage summer students – when applicable)
Easter Egg Hunt
Fall Launch (Carnival)
Gingerbread House Competition

Childcare & Holiday Services

Church Wide Childcare for Special Events
Childcare or Ministry for Team Night Events
Overflow Prayer Childcare for Kids
Christmas Eve Service, Good Friday Service
Kids Packs for Family Services (Christmas Eve, Team Member Celebration & Other Family Events)
Family Information & Childcare for quarterly Welcome/Membership Lunches

OUTREACHES – 10%**Kids & Family Outreach Initiatives**

Build community relationships and partnerships
Easter Egg Hunt
Fall Launch Carnival

OTHER – 20%**General Tasks**

Serve with staff team to accomplish the vision of Parkview Church
Assist with graphics for social media, sermon series, promotional material
Keep website up to date
Other duties as requested by the Lead Pastor

Personal Attributes

Loves Jesus, is prayerful and seeks to walk and minister by the Holy Spirit
Loves people deeply
Administratively driven, well organized
Values being part of a team and empowering others
Thrives in cultural diversity
Has a passion for mission and discipleship
Encourages others in their development and faith

Knowledge and Experience

A proven track-record of steering projects to completion

Experience of gathering teams and equipping them to perform effectively

Experience of working in a busy, multi-faceted organization

Desired: A theological education from a PAOC accredited Bible college or seminary

Desired: PAOC Credentials (or the ability to be credentialed)

Skills and Abilities

A pro-active, confident, completer-finisher able to manage teams of staff and volunteers

An excellent communicator, bringing clarity in verbal and written material

An ability to multi-task across a range of ministries

A confident leader, comfortable in leading large meetings and small groups

Strong organizational and administrative skills

If you have questions about the role or would like an informal conversation with the Lead Pastor prior to submitting a resume or cover letter, please email with your personal details to jhutchison@parkviewchurch.ca

All interested applicants should submit a resume and cover letter to the Lead Pastor at jhutchison@parkviewchurch.ca by **March 7th 2024**.