



Congregational Designated Position Description



Congregational Designated Leader

Children's Church Co-ordinator Position Description

Closing Date: September 30th, 2017

Position Title: Congregational Designated Co-ordinator for Children's Church

Allocation : 6 hours/week

Position Summary:

As a growing congregation with a changing demographic, we are looking for an enthusiastic, co-ordinator to actively explore the Christian faith of our children and families in the church.

Accountable to:

Accountable to: This position is functionally accountable to the Lead Minister on a day- to – day supervision and joint participation in evaluation. Also, this position is administratively accountable which includes salary, working conditions, longer term planning and joint participation in evaluation to the governing body of the local ministry unit, through the Ministry and Personnel Committee.

Responsibilities:

- Co-ordinate Children's Church
- **Co-ordinate potential Sunday morning nursery care**
- Lead Weekly Sunday Morning children's church with congregational volunteer
- Plan weekly lesson with congregational volunteer
- Support annual church youth camps
- Ensures maintains a complete first aid kit
- Maintains the supplies for Children's church in accordance with Budget
- Maintains a contact list as well as parental consent and health forms

**Other Required Knowledge, Skills, and Abilities:**

Is a baptized person

- Actively exhibits their Christian Faith
- Has an understanding of and is comfortable with the United Church of Canada theology and ethos
- Encourages others to live a life of faith
- Understands the responsibilities of a minister leader regarding duty of care, confidentiality and authority/trust
- Has a passion and enthusiasm for Children and Family Ministry
- Thrives in a team environment
- Possesses program planning skills
- Communicates clearly, including appropriate computer skills and social media usage.
- Can plan and lead informal worship
- Has healthy personal boundaries and exemplifies these, including the concept of "Holy Manners", in all communications, and personal interactions.
- Models a welcoming, and inclusive approach to diversity
- Develops positive relationships with people of all ages
- Knowledge of Children's Church curriculum
- Skills that would be an asset: valid driver's license, food safe, basic first aid
- Qualities that would be an asset: creativity, self-motivation, and organizational skills, also training in Godly Play approach to weekly Children's Church.
- Criminal record check

Terms of Employment:

This is a part- time position based on 6 hours /week

Probation period of 3 months

Term is 2 years with a possible extension

Rate of pay is approximately \$16/hour with payroll deductions for CPP, EI, and Income Tax. Pay will be negotiated based on qualifications and budget.

Holiday pay will be paid according to BC regulations.

Benefits will be provided according to the United Church Benefits for Lay employees.

Increments of salary and benefits, consistent with national United Church schedules, are to be determined by the Council, in consultation with the minister and the M&P Committee

