

Children's Ministry Coordinator

*Riverbend United Church is seeking a part-time **Children's Ministry Coordinator** at 5 hours per week. The coordinator will assist in the coordination and execution of children's Sunday programming for grades K-6; the current model is a "one room school house" with 5-10 children in attendance. Full job description is below. Remuneration will be at \$20.00 per hour * 5 hours per week totaling \$400.00 per month. We welcome applicants of any age, but this role could be ideal for university students with experience working with children.*

*Please send resume and covering letter to searchruc@gmail.com. Any inquiries can be directed to the same email address. Applications will be accepted until **November 1st, 2019**.*

JOB DESCRIPTION - Children's Ministry Coordinator

The Children's Ministry Coordinator will assist in the development and coordination of the Children's Ministry at Riverbend United Church, working with those in Kindergarten to Grade 6. The staff of Riverbend United Church works within a cooperative team setting and it is understood that the candidate would be a full participant in this team model. The Children's Ministry Coordinator will report directly to the Lead Minister for guidance in performing position duties. As for all church staff, human resource functions such as performance reviews and contract negotiations will be conducted by the Ministry & Personnel Committee. The following is a general summary of responsibilities; actual responsibilities may be changed over time, as programming is developed, or as staff may change.

RESPONSIBILITIES

Specifically, the Children's Ministry Coordinator is to develop activities for children to encourage:

1. Spiritual development by:

- Creating and sustaining an environment that is inviting and engaging to children;
- Creating a safe and caring place for children that fosters and encourages them to explore and deepen their faith;
- Actively engaging children in prayer, worship, music and Bible study;
- Writing and delivering a 5 minute children's talk as part of the worship service
- Promoting multi-generational understanding and interaction ensuring opportunities for the children to participate in all areas of the life of Riverbend United Church including music, outreach and worship.

2. Leadership development by:

- Creating and conducting ministry programming specifically for the Sunday School by ensuring effective coordination and implementation of scheduled activities, development of curriculum, and provision of appropriate resources and support;
- Creating and producing a children-led Advent Service;
- Identifying, recruiting and developing individuals to volunteer and provide leadership within the children's ministry, as needed;
- Assisting with other congregational activities as negotiated

3. Administrative functions including:

- Communicating with the Lead Minister weekly for guidance on programming for worship services, specifically Children's Time during Sunday service;
- Attending and participating in meetings such as select staff meetings, and those held for Spiritual Formation and Whole Community Worship;
- Ensuring that supportive tasks necessary for creating and sustaining Children's Ministry activities are carried out, including planning, communicating, coordinating, and shopping for supplies;
- Ensuring the maintenance of accurate records, databases, and distribution lists related to children ministries, and sharing such information with church administration as needed;
- Contributing periodically written articles to publications, including the Front Pew and the Riverbend United Church website.

SKILLS REQUIRED

The Children's Ministry Coordinator must have the ability to:

- Create and organize ministry programming;
- Develop and maintain relationships with children and families in Riverbend United Church;
- Work with volunteers and committees;
- Perform public speaking duties.

EDUCATION AND EXPERIENCE

The successful candidate will have:

- Significant theological depth within the United Church and specifically training in the spiritual development of children;
- Experience in program development, planning and implementation.

Post-secondary education would be an asset.