

<b>Position Title:</b>	Children's Ministry Team Coordinator
<b>Reporting to:</b>	Children's Ministry Pastor
<b>Partners with:</b>	Children's Ministry Staff and Leadership team
<b>Classification:</b>	Support Staff Part Time 10 – 12 hours per week, including weekends and some evenings
<b>Compensation:</b>	Salary \$9,000 - \$13,500 per annum

### **Purpose**

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The Children's Ministry Team Coordinator is the liaison between the Children's Ministry Pastor, Director, and the ministry teams. This position will oversee the screening and scheduling of the ministry teams, organize volunteer appreciation gifts and events in conjunction with the pastor and director(s), and facilitate building the team.

### **Key Roles**

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- Recruit and bring people together for a common purpose and spur them on to complete the task set before them.
- Oversee the screening and scheduling of the children's ministry volunteers.

### **Areas of Responsibility**

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#### **Weekend Ministry (40%)**

- Set up/Clean-up of equipment and supplies for weekend spaces.
- Ensure the volunteer experience is seamless.
- Organize and delegate tasks to our volunteer leadership and assistant leaders.
- Welcome and check-in families and children into the program.
- Participate as an integral part of our leadership and teaching team during weekend gatherings.

#### **Administration (35%)**

- Connect with and schedule volunteers for weekend ministry.
- Organize volunteer appreciation gifts throughout the year.
- Send birthday cards out monthly with a written note from the Children's Pastor.
- Organize and oversee volunteer parties, (Christmas and June/July).
- Attend staff meetings and staff chapels, and a bi-weekly meeting with the Children's Pastor.

#### **Volunteer Recruitment & Screening (25%)**

- Actively build the volunteer team for weekend ministry and specials events.
- Oversee a seamless flow through the screening process.
- Ensure volunteers are kept up to date with their criminal record checks and Plan to Protect training.

### **Competencies and Qualifications**

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- Energetic, personable, outgoing, and well spoken.
- Loves kids and has a heart for families and those that serve them.
- Gifts of administration, exhortation, and hospitality would be most effective in this role.
- Able to work in a large, multi-staff setting and collaborate effectively in cross functional teams utilizing highly developed communication, project, and time management skills.
- A self-starter with the ability to balance the details with the big picture perspective, who can manage responsibilities and delegate as necessary.

### **General Responsibilities & Expectations**

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The Children's Ministry Team Coordinator ought to:



200 Leigh Road  
Kamloops, BC V2B 2L6

ph: 250-376-6268  
fax: 250-376-6218

email: [hello@kac.ca](mailto:hello@kac.ca)

**KAC.CA**

- know Jesus personally and love Him whole-heartedly. This should be evidenced through spiritual growing and an obvious love of Jesus.
- engage in practices that help grow in a personal relationship with Jesus.
- participate in church life through regular attendance at, and participation in, weekend gatherings and other group ministries.
- live by and contribute to the KAC Employee Culture Creed.
- adhere to and sign the Christian and Missionary Alliance Statement of Faith, Statement on Human Sexuality, and the KAC Team Covenant.

### **Acknowledge and Acceptance**

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\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date of Acceptance

\_\_\_\_\_  
Employee Signature

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Tim Hoogenboom | Senior Associate Pastor