

Employee: TBC

Job Title: Children's Ministry Coordinator

Reporting:

Supervisor: Director of Children's Ministry (Jenna Ibrahim)

Last Updated: TBC (approved by Elders' Board)

Duties

Work as Part of a Leadership Team that Includes:

1. Director of Children's Ministry: direct supervisor
2. Senior Pastor: oversees the Children's Ministry with respect to vision and curriculum
3. Elder over Children's Ministry: supports Children's Ministry by providing feedback, attending Children's Ministry leadership meetings, shepherding, and reporting to the elders
4. Deacon of Children's Ministry: works alongside the Director of Children's Ministry to carry part of the administrative load of the ministry

Assist with the Children's Ministry:

1. Mid-Week Children's Program (Maple Avenue Kids Klub)
 - a. Serve as the primary leader and the staff representative for Maple Avenue Kids Klub (MAKK)
 - b. Oversee all administrative aspects of MAKK, including promotion, registration, payments, and communication
 - c. Plan, coordinate, and oversee all program elements including curriculum implementation, theme nights, and special events
 - d. Recruit, train, schedule, and equip volunteer teams to effectively serve within MAKK
 - e. Ensure that Children's Ministry policies and the Child Abuse Protection Policy are being followed
2. Summer Camp Ministries (Vacation Bible School and Sports Camp)
 - a. Assist in the administration of summer camps, including promotion, registration, payments, and communication
 - b. Implement all program elements of summer camps
 - c. Assist in recruiting, selecting, and training volunteers for the summer camp teams
 - d. Leverage the summer camps to reach the community with the gospel
3. Special Events
 - a. Assist in the planning, coordination and execution of special events (e.g., Family Fun Day)

Other duties as assigned by the Director of Children's Ministry

Qualifications

A growing, vibrant faith in Jesus Christ as Lord and Saviour.

Meet the biblical qualifications of a deacon.

Strong organizational skills, and the ability to work collaboratively with our leadership team.

Ability to perform duties outlined above.