



# NORTHVIEW COMMUNITY CHURCH

## JOB DESCRIPTION

### Children's Ministry Coordinator

DEPARTMENT:	Children's Ministry
REPORTS TO:	Children's Ministry Pastor
ALLOTTED HOURS:	25 hours/week
PRIMARY LOCATION:	East Abbotsford Campus
POSTED:	December 11, 2021
ANTICIPATED START:	January 2022

#### MINISTRY CONTEXT

The person called to this ministry must be in agreement with Northview's confession of faith, mission, vision and core values and must have a passion for the ministry of the church. The incumbent must also have the qualifications of a Deacon, as outlined in I Timothy 3.

#### PRIMARY FOCUS

As a member of the East Abbotsford team you will be working closely with the Campus Pastor and other staff and serve team members to complete the tasks required for the children ministries. You will be facilitating the safety and security of the children by screening potential workers. You will also assist in the recruitment of serve team members for all ministries of the church, with a special focus on children ministries, and continually be a source of encouragement to these serve team members.

#### MINISTRY RESPONSIBILITIES

##### 1. GENERAL

- a. To work in close relationship with the Pastor of Children and other members of the Children's Ministry team at the Downes Road, Mission & Central campuses:
  - Provide support in planning and facilitating parenting seminars and other resourcing as able, while ensuring a high standard of effectiveness and efficiency of Sunday morning Children's ministries.
  - To help facilitate the security and safety of the children by carefully screening all potential workers, parent and non-parent volunteers:
    - Criminal Record Checks.
    - Ministry applications.
    - Statement regarding moral integrity.
    - Reference checks.
    - Interviews.
- b. To work with the East Abbotsford staff team to recruit children's ministry serve team members, being careful to ensure a safe ministry environment.
- c. To work in various areas of our current ministry, such as:
  - Computer data input
  - Event planning, promotion and recruitment.
  - Curriculum development.
- d. To pray for and equip all volunteer staff and be a source of encouragement:
  - Recruit, equip, train, and resource volunteer staff.
- e. To teach parenting classes and seminars:
  - Equip, train, and resource volunteer staff.



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#### **2. SUNDAY CHILDREN'S MINISTRY:**

- a. Oversee and facilitate all Sunday children's ministry:
  - Proper set up of all Children's ministry rooms
  - Proper tear down of all Children's ministry rooms
- b. Oversee and facilitate all staff and serve team requirements:
  - Work closely with the East Abbotsford staff team as needed, to ensure proper adult/child ratio.
  - Work to recruit and develop consistent teams that will serve on a rotating basis.
- c. Ensure that toys are in proper working order and that all play areas are clean, safe and secure.
- d. Implement, upgrade and oversee the on-going security system to maintain the safety of the children.
- e. Use toys, books, and music that will direct the children to Jesus and a Gospel centered faith framework.
- f. Ensure that all regular volunteers are properly trained.
- g. Develop an ongoing recruitment plan.
- h. Develop strict security procedures.
- i. Implement and evaluate curriculum used for all ages.
- j. Oversee and facilitate all weekend activities:
  - Open Bible Time
  - Assignment of teaching staff
  - Assignment of security staff
- k. Oversee and facilitate all volunteer staff:
  - Provide supplies and resources needed
  - Oversee room assignments and set-up needs
  - Aid in recruitment, training, care and appreciation
- l. Ensure Bibles are provided for the Kindergarten grads.
- m. Implement, upgrade and oversee the on-going security system to maintain the safety of the children and the integrity of our volunteers.
- n. Organize and implement a summer program.
- o. Organize and implement a Christmas children's focus during an Advent service.

#### **3. STAFF/OFFICE RELATIONS**

- a. Attend all weekly East Abbotsford staff meetings.
- b. Attend all Northview staff functions as required.
- c. Attend staff retreats/planning sessions.
- d. Provide child care as needed for special events.

#### **4. PERSONAL**

- a. Maintain personal spiritual growth through prayer and Bible study, and being surrounded by a supportive Christian community that will support, encourage, challenge, and keep you accountable
- b. Maintain personal ministry growth through reading and attending appropriate conferences or seminars.
- c. Maintain marriage and family integrity through careful, close, and frequent examination of priorities.
- d. Maintain personal commitment to outreach.
- e. Support the many aspects and functions of Northview Church through attendance, giving, the encouragement of colleagues and prayer.



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- f. Maintain integrity of work ethic.

#### **STATEMENT OF RELATIONSHIPS**

The East Abbotsford Children's Ministry Coordinator reports to the Children's Ministry Pastor. The Children's Ministry Pastor reports to the Downes Road Campus Pastor. The Downes Road Campus Pastor reports directly to the Executive Pastor of Ministry Development..

#### **QUALIFICATIONS**

1. Vibrant and on-going walk with the Lord Jesus Christ as Saviour and Lord (1 John 1:7).
2. Call to His ministry and a shepherd's heart (Romans 11:29).
3. Academic degree in a child-related area and/or obvious interest, passion, and experience in Children's Ministries (Matthew 19:14).
4. Member or willingness to become a member of Northview Church (Hebrews 10:25).
5. Bible knowledge and passion (Colossians 3:16; 2 Timothy 2:15).
6. Willingness to work under the authority of the Children's Ministry Pastor (Romans 13:1).
7. Unwavering commitment to the evangelization and discipleship of children (Matthew 28:19).
8. Understand and participate in the mission of Northview Church and of the Children's Ministry

#### **PERSONAL CHARACTERISTICS**

The following characteristics are considered essential for the candidate to be successful in this role:

1. A penchant for leadership development.
2. Willing to empower others to lead.
3. Ability to have good rapport with people of all ages.
4. Able to communicate clearly.
5. A humble attitude that reflects good self-awareness
6. Agrees doctrinally with church leadership on primary and secondary level beliefs.
7. Is known to have a lifestyle that honors and uplifts the name of Christ.

The incumbent must make Northview Community Church his/her home church.