

Children's Ministries Coordinator

Job Title:	Children's Ministries Coordinator	Job Category:	Coordinator
Department/Group:	N/A	Supervisor	Sandra Tharakan
Location:	Prince of Wales Campus	Travel Required:	No
Level/Salary Range:	TBD	Position Type:	Full Time
HR Contact:	Sue Reissner sreissner@metbiblechurch.ca	Date Posted:	November 6, 2021
Will Train Applicant(s):	N/A	Posting Expires:	
External Posting URL:	http://www.metbiblechurch.ca/joinourteam		
Internal Posting URL:			
Applications Accepted By:			
EMAIL: employment@metbiblechurch.ca			
Profile			
<p>The Children's Ministries Coordinator will be responsible for the oversight of all matters that ensure the safe and smooth functioning of the volunteer-centric ministry to elementary aged children including Sunday school programs, VBC, and summer and March break camps. The Children's Ministry exists to glorify God. It's our desire to partner with parents and families in order to help raise kids to experience their ultimate joy of being faithful followers of Jesus, wherever they go.</p>			
Reporting Relationship			
The Coordinator reports to the Director of Children's Ministries.			
Experience and education			
The incumbent will have at least 2 years demonstrated experience in working with children in a church ministry, and in successfully mobilizing, equipping and encouraging volunteer teams. Experience in discipleship training and discipling children is an asset. Certification as a teacher is an asset.			
Character			
The incumbent should be a mature Christian with a demonstrated heart for children. The incumbent must be a MET member in good standing.			
Consequences of error / judgment			
The Children's Ministries Coordinator is a key part of the successful functioning of this large ministry serving The MET community. The consequences of errors or inappropriate judgment would reduce the effectiveness of The MET leadership, and could harm the relationship between The MET congregants and the senior leadership at The MET.			
Relational Style			

Relates well to team members, parents, and volunteers, is an active listener, sensitive to the matters being discussed, respects the information shared as per legal parameters, is a good team player that is aligned with The MET mission, vision and values and is adaptable and aligned to the priorities of the MET leadership bodies.

Job Description

ROLE AND RESPONSIBILITIES

We expect that the Children's Ministry Coordinator will operate effectively and efficiently demonstrating a passion for children's ministry opportunities while striving to build into and encourage our faithful MetKids volunteers as part of the Met's staff team

The duties of the Coordinator are summarized in 4 categories:

Strategizing and implementing ways to support volunteers and train them in Met Mission priorities:

- Recruit, equip, and encourage volunteers to serve in Sunday school, special events, VBC, summer and March break camps;
- Develop a regular schedule of volunteer training (including PCO training);
- Use PCO to create plans and schedule volunteers for Sunday school (both services), special events, VBC, summer and March break camps;
- Demonstrate a thorough understanding of Plan to Protect (PTP) matters;
- Ensure PTP ratios are achieved and that all workers are cleared according to the PTP requirements; and,
- Ensure all volunteers are on time and have an understanding of check in and check out procedures.

Equipping our teachers to be engaging, encouraging, with a through knowledge of age appropriate teaching strategies and resources so that children have the opportunity to grow in their beginning understanding of God's Word:

- Develop a regular schedule of teacher training;
- Share teaching strategies on ways to address special needs in the classroom;
- Maintain a schedule to visit all classrooms in session at least once a year; and,
- Find success in teaching ministry from other leading churches and bring that to the Met.

Organizing classrooms to maximize the environment in which children learn and grow in their beginning understanding of God's word:

- Determine room requirements per the agreed upon schedules and enter the information on PCO;
- Regularly check inventory on all types of supplies on a weekly basis, replacing supplies as needed;
- Inspect rooms regularly for cleanliness, tidiness and safety address any issues with maintenance staff or those who have used the rooms; and,
- Ensure teacher prep room is clean and organized.

Engaging parents through regular communication in the partnership of discipling of children:

- Intentionally engage with parents when they are on site, and through newsletters;
- Create regular social media posts to engage families with discipling activities and resources, informative articles and encouragement;
- Work closely with Director of Kids Ministry to create monthly newsletter with upcoming events; and,
- connect with Met Families Pastor and share any opportunities which would benefit families as they disciple their children.

ADDITIONAL NOTES

The position is full time, which may include evenings periodically and Sunday mornings. The balance of the hours will be on weekdays from 9:00 am to 5:00 pm.

Please advise us of any accessibility-related accommodation in your cover letter (or email).

Reviewed By:	Chris Shadbolt, Sue Reissner	Date:	
Approved By:	Chris Shadbolt	Date:	November 5, 2021
Last Updated By:	Name	Date/Time:	Date/Time