



Children's Ministry Associate Job Description

Position: Children's Ministry Associate

Century Meadows Baptist Church
780 672-3230
www.centurymeadows.ca

General Position Description

The Children's Ministry Associate will be responsible for overseeing the spiritual care of children from birth to grade 6. There are currently over eighty volunteers working diligently to minister to these children. A primary role of this position will be to support and encourage these leaders. The foundation of the position is to fulfill the mission of making disciples of Christ. (Deuteronomy 6:4-9)

While independent work will be expected of all candidates, there is potential for a mentoring relationship if a more junior candidate is selected.

Primary Responsibilities

The Associate's primary ministry will be:

- a. Ministry to Children and Families
 - Direct children's ministry on a week-to-week basis; on Sunday mornings (pre-service Sunday school and kids' programs during the service) and Tuesday evenings (adapted AWANA program).
 - Help lead and develop our established summer VBS program.
 - Potential to work with a summer camp if desired.
 - Provide support and counsel to families on spiritual matters.
 - Evaluate and further develop the current ministry to children in relation to making disciples of Christ.
- b. Developing Leaders
 - Recruitment, equipping and encouragement of ministry team members (volunteers).
 - Training of team members for working with children in a ministry setting.
- c. Ministry Administration
 - Develop and maintain best practices policies (volunteer screening, etc.) for working with children in the church.

- Help to develop and manage the budget relating to ministry with children.
- The Children's Ministry Associate will be invited periodically to provide a written or in-person report to the Board. For reasons of time and practicality, this task is not completed every month but serves as an offer of open communication between the Board and the staff member.
- Review and order curriculum and ministry supplies.
- Communicate with parents and volunteers.
- Create and maintain volunteer schedules, database of family registrations and attendance records.

Qualifications

- Faith
 - The candidate must be a disciple of Jesus Christ; trusting in Christ for the forgiveness of sins, having undergone believer's baptism, and bearing fruit by keeping in step with the Holy Spirit.
- Education
 - Any relevant education will be considered an asset for the candidate.
- Experience
 - The candidate should have a grounded understanding of the Church's responsibility to communicate the gospel and make disciples of Christ.
 - At minimum the candidate should have experience serving as a volunteer in a church ministry setting.
 - The candidate should be able to express how the Holy Spirit has gifted them for ministry.
 - The candidate should also be able to describe their philosophy of ministry; specifically, ministry that serves children and families.
- Beliefs and practices
 - Must be able to affirm the Statement of Beliefs of the North American Baptist Conference.
 - Must be in alignment with CMBC Defining Documents.
 - Must maintain a godly character that no reproach may come through this person upon the Body of Christ.
 - The candidate must be able to complete the screening process identified in the Child Protection Policy of CMBC.

Hours per Week

Part Time – 10-15 Hours per Week

Compensation

\$18-24 / hour, dependent on education and experience.

For More Information Contact

All inquiries and applications can be directed to Pastor Rob Klingbeil at pastor.rob@centurymeadows.ca. Posting is open until filled.