

**Role: Children's Ministry Coordinator**  
**Start Date: TBD (Preferably Mid-May)**  
**Job Length: 7 Weeks, 40 hours per week**  
**Deadline: May 10, 2022**

**NOTE: The job, hours, and length of role is dependent on successfully approved Canada Summer Jobs grant money.**

This role is an integral part of the leadership of our active and family-oriented church. The children's ministry coordinator forms and directs teams of leaders to focus on the intentional discipleship and education of families and children from birth to grade 5 in our church community. The coordinator will nurture an environment in which families and children are encouraged to grow in their relationship with Jesus. The coordinator will ensure that the "Plan to Protect" policy and public health protocols are followed.

**Duties include but are not limited to:**

- Oversight of Sunday morning children's ministries
- Recruitment, training and support/supervision of leaders and helpers
- Administration of relevant budgets for children's ministries
- Coordinate with the Youth Ministry Coordinator as needed to provide consistency in vision for family ministry
- Connect with and encourage KPC families as they provide spiritual formation for their children at home
- Make personal connections with families, children, and youth
- Design and implement patterns of regular communication to parents and families
- Keep attendance and records updated
- Implement and manage KPC's Plan to Protect program
- Other duties as assigned
- Attend and participate in staff meetings

**The Coordinator will demonstrate the following skills and attributes:**

- Demonstrates spiritual and emotional maturity along with integrity of character
- Team developer who effectively motivates others and delegates responsibility
- Excellent organizational skills
- Strong communication and people skills
- Ability to take initiative
- Detail oriented with ability to follow through

The successful candidate will report to KPC staff, serve on the Family Ministries Advisory Team, and consult with elder for Family Ministries periodically

*Please send all resumes, cover letters, and inquiries to Justin Sytsma -*  
**justin@kortrightchurch.org**