

Coordinator of Children's Ministries

Kortright Presbyterian Church

55 Devere Drive.

Guelph, ON, N1G 2T3

Coordinator of Children's Ministries

Time: 20 hours/week

Start: August 2022 or before

Length: 1 year contract

This role is an integral part of the leadership of our active and family-oriented church. The Coordinator of Children's ministries 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 (both digital and in-person)
- Recruitment, training and support/supervision of leaders and helpers
- Administration of relevant budgets for children's ministries
- Review, assess, and implement best curriculum for our children's ministry
- Develop a framework for what we hope children will learn and receive through their time with children's ministry from the nursery to Grade 5
- Coordinate with the Coordinator for Youth Ministries 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

The Coordinator will demonstrate the following skills and attributes:

- Passionate follower of Jesus Christ
- Demonstrates spiritual and emotional maturity along with integrity of character
- Committed to Kortright's vision, mission, and goals
- 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

Reporting and Oversight

- The Coordinator of Children's Ministries will be accountable to Session and the Lead Pastor as Head of Staff and be supervised by a senior staff member
- Attend Staff Meetings
- Serve on the Family Ministries Advisory Team
- Consult with elder for Family ministries periodically