

## **Kortright Presbyterian Church—Guelph Ontario**

### ***Hiring***

### **Children's Ministry Coordinator—Permanent part-time (15-20 hours/week)**

**Start date:** mid-April 2024

Kortright Presbyterian Church seeks a Children's Ministry Coordinator who will nurture an environment in which children grow in their relationship with Jesus. The Coordinator forms and directs teams of teachers and helpers to focus on the discipleship and education of children from birth to grade 5/6 and their families.

The Coordinator takes the lead in helping our church foster relationships with families with young children in the Dovercliffe Park neighbourhood.

This role supports the implementation of Kortright's mission – "Rooted in Jesus, Growing as a Community, Becoming Trusted Neighbours" in our church's children & family ministries.

### **Children's Ministry Coordinator Responsibilities**

#### ***Children's Ministry***

- Overseeing child and family ministry programs (e.g., Sunday school, nursery, activity packages for church time, outreach).
- Recruiting, training, and supporting/supervising volunteer teachers, helpers, and nursery workers.
- Reviewing, assessing, and implementing the best curriculum for our children's ministry, in collaboration with the youth ministry.
- Developing a framework for what children will learn and receive through their time with children's ministry from the nursery to Grade 5/6.
- Working with the Coordinator for Youth Ministries as needed to provide consistency in vision for family ministry.
- Connecting with and encouraging KPC families as they provide spiritual formation for their children.
- Designing and implementing appropriate seasonal programs (e.g., fall fair, summer movie nights, Easter, and Christmas).
- Reviewing, designing, and implementing programs or opportunities to foster relationships with neighbourhood families.
- Designing and implementing regular communication with parents/caregivers and families
- Being an active member of the staff team.

#### ***Administration***

- Keep attendance and records updated.
- Administrate budgets for children's ministries.
- Implement and administer KPC's Leading with Care program and Public Health protocols.
- Other duties as assigned.

**Skills and attributes:**

- Committed follower of Jesus Christ, with knowledge of the Bible.
- Demonstrates spiritual and emotional maturity along with integrity of character.
- Committed to Kortright's mission.
- Team developer who effectively motivates others and delegates responsibility.
- Excellent organizational skills; detail oriented with ability to follow through.
- Strong communication and people skills.
- Ability to take initiative.
- Experience in working with children in a ministry context.
- Education in working with children is preferred.

**Applying for the position**

To apply for the position, please send your resume and a letter saying why you want to work in children's ministry, along with the names and contact information of two references to [hrconvenor@kortrightchurch.org](mailto:hrconvenor@kortrightchurch.org) or HR Convenor, Kortright Presbyterian Church, 55 Devere Drive, Guelph, N1G 2T3. No phone calls. Applications close April 8, 2024.