

## **Job Description: Children Ministry Coordinator**

This position is offered as a part-time or full-time position.

### **PURPOSE**

To work with the Associate Pastor in Youth & Children Ministry to develop the Children Ministry (Karpos) of Koinonia Evangelical Church.

### **RESPONSIBILITIES**

The primary responsibility of the Children Ministry Coordinator is to collaborate with the Associate Pastor to oversee the development of children's ministry.

Tasks will include:

- Servant management including: recruitment, scheduling, training, evaluation, and culture setting
- System and policy development, execution and evaluation
- Overseeing and managing children admission, promotion and graduation process
- Meeting regularly with the staff team, Karpos Core team, Elementary team leaders to provide direction and support for ministry development
- Collaboration with other ministry teams
- Annual budget and expense management
- Plan and prepare curriculum and resources for the Sunday children programs
- Provide briefing, debriefing, and follow up on action items related to Sunday children programs
- Coordinate other children's ministry programs and events
- Assist with administrative tasks

### **WORK RELATIONSHIP**

- Associate Pastor – Report and be accountable to the Associate Pastor
- Ministry Teams – Work with other ministry teams to coordinate ministry logistics
- Karpos Coordinator Team - Collaborate and work with other team coordinators
- Karpos servants - Coordinate and facilitate Karpos servants
- Karpos children and families - Provide support to Karpos children and families

## **QUALIFICATION**

- Possess spiritual and emotional maturity; believe in sound doctrines; demonstrate character of Christ-likeness; desire continuous spiritual growth
- Self-motivated, good time management, strong administrative abilities and attention to details
- Proficiency in the use of MS Office software, Google applications, cloud services required
- A good communicator, a strong team worker with good people skills and competent conflict resolution experience
- Willing to submit and follow the ministry philosophy of the Lead Pastoral Team
- A lifetime learner in leadership, ministry, and discipleship
- Work on Sunday and evening as needed
- Experience in volunteer management an asset
- Experience in children's ministry curriculum planning an asset
- Fluency in written and spoken English (Spoken Cantonese an asset, but not required)
- Current First Aid certification preferred, but not required
- Criminal record check required

## **GROWTH EXPECTATIONS**

- Knowledge of spiritual leadership
- Knowledge of Children's Ministry development
- First Aid certification

All interested candidates are asked to submit a resume and covering letter indicating how that meet the qualifications of the position to:

[recruit@koinoniachurch.ca](mailto:recruit@koinoniachurch.ca)

Please quote the job title on the subject line when applying by email.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.