



SHERIDAN PARK FAMILY CHURCH

2440 Fifth Line W.

Mississauga, ON

(905)823-6520

Position Description - Children's Ministry Coordinator

Reports to - Church Ministries Assistant

Status - Part-Time / 20 hours per week / \$20 per hour

The following document serves to detail the general duties associated with this specific ministry position. It is not intended to limit the scope of duties the ministry worker can and may need to perform while employed, rather to highlight the essential duties that the ministry worker would be responsible for on a regular basis.

The Children's Ministry Coordinator plays a pivotal role in fostering spiritual growth and bible knowledge within the children's ministry of Sheridan Park Family Church. This part-time position will work closely with the Church Ministries Assistant to support the planning and execution of activities within the Children's Ministry. This role involves leading senior-aged children regularly and junior-aged children occasionally on Sunday mornings, as well as curriculum planning, and volunteer coordination.

Key Responsibilities

Curriculum Planning

- Collaborate with the Church Ministries Assistant to select and develop curriculum for various age groups within the Children's Ministry.
- Ensure that curriculum materials align with the mission and values of the church and provide engaging and age-appropriate content.

Leadership and Teaching

- Lead sessions for senior-aged children on a regular basis, providing spiritual guidance and fostering a welcoming and inclusive environment.
- Occasionally lead sessions for junior-aged children, ensuring that activities are engaging and conducive to their age group.

Volunteer Coordination

- Recruit and train volunteers for various roles within the Children's Ministry, including teaching, childcare requirements, and any administrative tasks (materials prep/ organizational prep/ crafts prep).
- Develop and maintain a volunteer schedule, ensuring adequate coverage for all ministry activities.
- Provide ongoing support and encouragement to volunteers, addressing any concerns or challenges that may arise.

Event Coordination

- Assist in the planning and execution of special events and activities within the Children's Ministry, such as holiday programs, VBS, and family nights.
- Coordinate logistics, including venue booking, supplies procurement, and communication with parents and volunteers.

Communication and Outreach

- Communicate regularly with parents to provide updates on Children's Ministry activities and events.
- Foster positive relationships with parents, children, and volunteers, addressing any questions or concerns in a timely and respectful manner.
- Collaborate with the church leadership team to promote Children's Ministry initiatives and engage the broader church community.

Qualifications

- A committed follower of Jesus Christ with a passion for children's ministry and a heart for teaching.
- Strong interpersonal and communication skills, with the ability to connect with children, parents, volunteers, and church staff in a positive and engaging manner.
- Experience in teaching, childcare, or related fields, with a demonstrated ability to effectively engage and manage groups of children.
- Organizational skills and attention to detail, with the ability to plan, coordinate, and execute ministry programs and events.

- Flexibility and adaptability to work within a dynamic ministry environment, balancing multiple responsibilities and priorities effectively.
- Alignment with the theological beliefs, values, and mission of Sheridan Park Family Church.

Working Conditions

- Part-time position, with an expected commitment of [number of hours] per week, primarily on Sunday mornings and occasional weekdays for planning and coordination.
- The role may require occasional evening or weekend hours for special events, training sessions, or outreach activities.
- Adherence to the policies and procedures of Sheridan Park Family Church will be required.

Application Process

- Interested candidates should submit a resume, cover letter, and any relevant references or certifications to **resumes@spfamilychurch.ca**.
- Applications will be reviewed on a rolling basis until the position is filled. Shortlisted candidates will be contacted for further interviews and assessments.
- An up-to-date police check will be required before being formally hired to this position, as well as “Plan to Protect” certification.