

## **Assistant Pastor in Children's Ministry**

To raise up the next generation of Christ-followers, we are looking for a full-time **Assistant Pastor**. This position will work with the Associate Pastor in Youth & Children's Ministry in the development of the KEC Children's Ministry (Karpos).

### **Position Description**

The primary responsibility of the Assistant Pastor in Children's Ministry is to collaborate with children's ministry staff and coordinators to oversee the development of the children's ministry. Tasks include:

- Teach at the Sunday children's program
  - Plan and prepare curriculum and resources for the Sunday programs
  - Help the Message Team to use the curriculum
- Plan and coordinate children's ministry programs and events
  - Meet regularly with the staff team and ministry team leaders to provide direction and support for ministry development
  - Provide briefing, debriefing, and follow up on action items related to Sunday children's programs
  - Collaborate with other ministry teams
  - Assist with administrative tasks
- Develop and execute children's ministry system and policies
  - Servant management including: recruitment, scheduling, training, evaluation, and culture setting
  - Equipment and supplies procurement and maintenance
  - Children admission, promotion and graduation
  - Annual budget and expense management
- Preach occasionally at the Youth Service and the Adult Service

## Qualifications

- With a Master Degree in Christian Studies, or equivalent
- Experience in children's ministry in a Canadian Christian context
- Possess spiritual and emotional maturity; believe in sound doctrines; demonstrate character of Christ-likeness; desire continuous spiritual growth
- Self-motivated, good time management and strong administrative abilities
- A good communicator, a strong team worker with good people skills and competent conflict resolution skills
- Willing to submit to and follow the ministry philosophy of the Lead Pastoral Team
- A lifetime learner in leadership, ministry, and discipleship
- Required to work on Saturday (and weekday evening as needed)
- Work at the office. Able to commute.
- Fluency in written and spoken English (Spoken Cantonese an asset)
- Proficiency in the use of MS Office software, Google applications, cloud services required
- Criminal record check required
- Current First Aid certification preferred, but not required

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

KEC Council  
Email: [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.