

## Children's Ministry Coordinator

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

### Position Description

The primary responsibility of the Children's Ministry Coordinator is to support the Associate Pastor in the development of children's ministry. Tasks 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 and ministry teams 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 children's programs
- Provide briefing, debriefing, and follow up on action items related to the children's programs
- Coordinate other children's ministry programs and events
- Assist with administrative tasks

Upon completion of a Master Degree in Christian Studies or equivalent, this position has the potential to turn into Assistant Pastor in Children's Ministry.

## Qualifications

- 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
- A good communicator, a strong team worker with good people skills and competent conflict resolution experience
- 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, but not required)
- 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
- Experience in volunteer management an asset
- Experience in children's ministry in a Canadian Christian context an asset

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.