

NEW LIFE CENTER

916 Brown Street
Moose Jaw, SK
S6H 2Z2
www.nlcmj.com



Job Description

Position: Children's Ministry Coordinator

Reports to: Lead Pastor

Status: Paid, Part-Time (with an opportunity for full-time)

Biblical Foundation

- *"Train up a child in the way he should go; even when he is old he will not depart from it."* (Proverbs 22:6)
 - Jesus said, *"Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."* (Matthew 19:14)
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Purpose of the Role

To oversee the spiritual development of the children and youth of New Life Centre by planning, leading, and evaluating children's ministries serving ages 5-12, ensuring young people are growing in faith, discipleship, and community.

Key Responsibilities

Children's Ministry (Ages 5-12)

- Develop age-appropriate curriculum and teaching resources
- Recruit, train, and schedule volunteers for Sunday children's ministry
- Lead the Sunday children's ministry
- Ensure safe, welcoming, and Christ-centered environments
- Communicate regularly with parents to support spiritual growth at home

Drop-In Centre & Community Outreach (YFC Drop-In)

- Active involvement with the YFC drop-in program (Tuesday & Thursday from 3:30-5:00pm)

- Active involvement with the YFC team in reaching and discipling youth that come to community programs
- Ensure proper supervision, safety, and gospel-centered engagement
- Partner with YFC Outreach Coordinator for community youth initiatives
- Assist in sourcing adequate volunteers to run YFC drop in centre
- Communicate the YFC drop-in programs needs and progress to the church

Spiritual Development

- Pray consistently for children and youth
- Create pathways for spiritual growth (salvation, baptism, discipleship)
- Develop leaders among older youth for peer ministry

Administration

- Plan a yearly ministry calendar (programs, retreats, camps, special events)
 - Track attendance and engagement for evaluation
 - Develop and manage the children ministry budget
 - Maintain volunteer records, background checks, and training compliance
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Authority & Boundaries

- Can recruit, train and oversee volunteers in the children ministry
 - Can select curriculum and ministry resources (in alignment with lead pastor)
 - Must operate within an approved budget
 - Is accountable to Lead Pastor for alignment with church vision and doctrine
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Qualifications

- Demonstrated calling and gifting for ministry with children
- Experience in teaching, mentoring, or leading children's programs
- Strong organizational and leadership skills
- Must submit a criminal record
- Must become a member of New Life Center