

Position: Family Ministries Coordinator

The Family Ministries Coordinator is a pastoral and administrative leader responsible for helping create a safe, welcoming, and Christ-centred environment where children, youth, and families can grow in faith, wonder, belonging, and community. This role provides vision, leadership, and coordination for children and youth programming, seasonal events, and Messy Church as a primary intergenerational outreach ministry of the parish.

The Family Ministries Coordinator works collaboratively with clergy, staff, volunteers, and families to nurture relationships both within the parish and throughout the wider community.

Key Responsibilities

1. Messy Church Leadership

- Plan and coordinate monthly Messy Church gatherings that include hospitality, creative activities, storytelling, prayer, worship, and shared meals.
- Foster an intentionally intergenerational environment where children, youth, parents, grandparents, and newcomers can participate together.
- Recruit, equip, and support volunteers to assist with crafts, hospitality, music, storytelling, setup, and welcome.
- Help create gatherings that are accessible, welcoming, and engaging for families at different stages of faith and church experience.

2. Youth Programming

- Build relationships with local schools and communities, especially in Metchosin and Royal Bay, to listen to the needs and hopes of families and to share opportunities for connection at St. Mary's.
- Develop engaging and relational programming for youth in Grades 4 and up.
- Organize additional opportunities such as hiking trips, retreats, camping experiences, service projects, arts-based events, leadership development, and community outreach activities.
- Create a safe and inclusive environment where young people are encouraged to explore faith, ask questions, build friendships, and grow in faith, confidence and compassion.

3. Sunday School

- Coordinate with and support St. Mary's fabulous volunteer Sunday School Director, Judy Roper.
- Assist in resourcing volunteers, encouraging families, and helping ensure continuity between Sunday programming and wider parish life.

4. Seasonal and Community Events

- Organize special in-community events located at public spaces in Royal Bay and Metchosin, such as a Live Nativity, Carol service at the Historic St. Mary of the Virgin, Fund Raising events such as car wash or yard work, and children's events at the Church Picnic.
- Help strengthen the parish's presence and relationships within the wider community

5. Family & Parent Partnership

- Encourage and support parents and caregivers as the primary nurturers of faith within the home.
- Provide resources, encouragement, and opportunities for families to practice faith together in daily life.
- Maintain clear and consistent communication through email, newsletters, social media, and parish announcements.

6. Administration and Budget

- Develop and manage the annual children's ministry budget in consultation with clergy and Parish Council.
- Submit expenses monthly.
- Maintain appropriate records, schedules, registrations, permissions, and communication systems related to ministry activities.
- Promote the Family Ministries of St. Mary's through the church's website and social media.

7. Reporting and Collaboration

- Provide a monthly report to Parish Council.
- Collaborate with clergy and ministry leaders in the shared life and vision of the parish.

Qualifications & Skills

- A vibrant and growing relationship with Jesus Christ, and a deep love for nurturing children in faith, wonder, and belonging.
- Demonstrated leadership skills with the ability to recruit, encourage, and support volunteers and ministry teams.
- Strong relational and communication skills with children, youth, parents, volunteers, and parish leadership.
- Organizational and administrative competence, including scheduling, communication tools, and event coordination.
- Experience working with children and/or youth in church, educational, camp, or community settings is an asset.
- A commitment to creating safe, inclusive, and welcoming spaces for all families.
- Completion of diocesan Safe Church training and a current criminal record check will be required.
- Completion of FoodSafe Certification.

Hours and Compensation

This is a part-time contract position. The Family Ministries Coordinator is expected to provide approximately 20 hours per month during the regular ministry season from September through June, in addition to time required for approved seasonal or special events.

Compensation is \$35.00 per hour.

As an independent contractor, the Family Ministries Coordinator will manage their own schedule and hours within the agreed contracted amount, in consultation with parish leadership and the ministry calendar. Invoices are to be submitted monthly for payment.