



**Job Title: Family Ministry Admin Director**

Status: 0.8 Full Time Equivalent

Hours per week: Typically, Sunday to Thursday; a spirit of flexibility is expected

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**About Southridge Community Church**

Our church exists to foster a lifestyle of full devotion to Jesus Christ that shares His love across the Niagara Region. As a multi-site community with three locations (St. Catharines, Welland and Vineland), where each is most defined by its missional “Anchor Cause” of compassion and justice (including the largest homeless shelter in the Niagara Region).

**Responsibilities**

- **Plan to Protect**
  - Oversee and Implement the Plan to Protect training program for staff and volunteers (including references, follow up, etc.)
  - Ensure effective compliance with Plan to Protect requirements across all ministries
  - Liaison with insurance and other organizations to ensure compliance
  - Become a certified PTP trainer
    - Facilitate orientation and refresher training for volunteers and staff
  
- **Program Support**
  - Ensure the Kid’s Ministry program materials are ready each Sunday which includes:
    - Material purchase and preparations
    - Craft supplies
    - Hand outs, etc.
    - Photocopying
    - Bins are packed for the locations
    - Large group props
    - Support Set Design creation process
    - Take care of offering
  - Oversee & equip weekday volunteers who assist with program material prep
  
- **Check In Team Support**
  - Coaching the volunteer Check In Team leaders from all 3 locations
  
- **Tech Support**
  - Ensure check in stations and pagers are functioning effectively @ each location
  - Oversee Kid’s Ministry AppleTV preparation for Sunday programming (playlist)
  
- **Family Admin**
  - Support Family Life Pastors with event & retreat preparation
    - Create Cognito Forms
    - Collect & Track Registration Forms & Payment



- Enter event attendance into F1 for Youth & Brave events
- Support Family Life Pastors with communication, including regular communications with families and volunteers
- Support Family Life Pastors with volunteer appreciation for Family Ministry
  
- **Database Admin**
  - Create quarterly statistics report for Family Ministry
  - Create quarterly volunteer report for Family Ministry to crosscheck with Planning Centre
  - F1 database management and resource for Family Ministry (weekly attendance, ratios met)
  - Facilitate annual Grade Move-Ups/transitions for kids in our programs, as well as Preschool move-ups throughout the year
  
- **Special Needs Ministry Leader**
  - Support and coach volunteer teams at all 3 locations
  - Continue to move Special Needs mission forward, create and implement new ways to support families and children.

#### **Relationships**

Reports to: Family Ministry Pastor

#### **What We Offer**

Southridge is a certified “Best Christian Workplace” committed to a flourishing workplace culture.

Compensation: Salary starting at \$38,636.80 - \$44,580.93

We offer a competitive benefits plan and RRSP matching program.