



ROLE AND RESPONSIBILITIES:

Children's Ministry Coordinator

(Part-Time)

Position Description:

The Children's Ministry Coordinator (CMC) at Northend Church (NC) is a committed follower of Jesus Christ who leads Spirit-filled ministry for children (nursery through elementary) and their families. Serving as a member of the pastoral team, the CMC acts as a shepherd, instructor, and encourager, with a passion for seeing children develop their own relationship with Jesus.

1. REPORTING

The CMC reports to the Associate Pastor (AP).

2. KEY RESPONSIBILITIES

Leadership & Vision

- **Spiritual Growth:** Create a nurturing environment for children to learn Scripture and follow Christ.
- **Strategic Planning:** Lead with a long-term vision for a vibrant, growing ministry.
- **Relationship Building:** Model Jesus' love to children and support parents as the primary spiritual leaders of their homes.
- **Community Connection:** Implement events and workshops to strengthen faith and family connections within NC.

Volunteer Team Development

- **Culture:** Foster a healthy team environment through training, support, and appreciation.
- **Recruitment:** Identify, recruit, and train new volunteers.
- **Clarity:** Maintain clear role descriptions and expectations for all team members.

Program Oversight

- **Execution:** Provide on-site leadership for Sunday mornings and seasonal events.
- **Evaluation:** Curate curriculum and adjust programming to meet the developmental needs of families.
- **Transitions:** Partner with the Youth Pastor to ensure smooth transitions into Youth Ministry.

Administration

- **Operations:** Manage volunteer schedules, supplies, and the annual ministry budget.
- **Safety:** Maintain volunteer police checks and abuse prevention training.
- **Communication:** Coordinate ministry messaging in alignment with NC standards.

- **Collaboration:** Participate in weekly staff meetings and regular check-ins with the AP.

Other duties as assigned.

3. EXPECTATIONS & ACCOUNTABILITIES

- **Character & Alignment:** Live with integrity in submission to Jesus Christ and align theologically with the Mennonite Brethren Confession of Faith and NC's vision.
- **Availability:** Maintain regular office hours; flexibility required for ministry or volunteer needs.
- **Professionalism:** Maintain confidentiality, a neat workspace, and a self-motivated work ethic.
- **Collaboration:** Work harmoniously with the pastoral team, volunteers, and the congregation.
- **Reliability:** Demonstrate on-time attendance and complete tasks to the best of your ability for the glory of God.

NOTE: A summer camp program is currently in development; the CMC's role in this program will be discussed during the interview process.

4. EXPERIENCE & EDUCATION

- Possess relevant training (theological education preferred).
- Experience working with children required.
- Experience in ministry or church leadership is an asset.
- Must be an adult, a Canadian citizen, and legally able to work in Canada.
- Strong written and verbal communication skills are required.
- Valid police check and training in NC's abuse prevention program is required.

5. PHYSICAL REQUIREMENTS

- Ability to lift and carry up to 30 lbs.
- Ability to be active and moving around quickly for several hours at a time.
- Being physically onsite and in the building for all paid hours.
- The ability to walk up and down stairs is an asset.

COMPENSATION & BENEFITS

- This is a part-time position, paying up to 25 hours per week, bi-weekly.
- A typical workweek is Sunday through Thursday.
- Scheduling flexibility is possible.
- Paid time off is included.
- A workspace is provided.
- You'll have fun-loving, motivated co-workers.

APPLYING FOR THIS JOB

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Northend Church welcomes and encourages people with all different abilities to apply for its job postings. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

INTERESTED?

If this position sounds like it might be a fit for you, please check out www.NorthendChurch.ca to learn more about us. To apply for this position, send a **RESUME AND A COVER LETTER outlining your philosophy of children's ministry** to kellen@northendchurch.ca by March 1st, 2026. Submissions will be considered as they are received. Northend Church reserves the right to fill, amend, and/or remove this job-posting at any point and as it sees fit without notification.