



JOB DESCRIPTION

Children's Ministry Assistant

Reports To

The Children's Ministry Assistant will report directly to Kimberly Enns, Director of Children's Ministry.

Job Overview

To provide support to our Children's Ministry Director, Kimberly Enns, in our Children's Ministries here at WestPark Church.

Core Responsibilities

- You will uphold the mission and vision of WestPark Church
- You will provide administrative and ministry support to the kids ministry
- You will be involved in our Sunday morning KidsChurch Ministry
- You will lead the KidsWorks midweek program on Monday evenings starting in September 2023
- You will recruit, train, equip, schedule volunteers, and lead leaders in order to minister to children and to families.
- You will be involved in various aspects of the Children's Ministry including managing volunteers, large group teaching, day camp, baptism class, training, Planning Centre Tech
- You will administer Plan to Protect Policy as it relates to Children's Ministries.
- You will teach God's Word to children in relevant ways with an emphasis on life application
- You will provide wise biblical counsel/coaching to empower children and families to move toward maturity
- You will manage the downloading, printing, and distribution of Ministry Grid curriculum
- Meeting regularly with our Children's Ministry Director to receive ministry coaching (strategy) and personal care (shepherding).
- Additional coaching, mentoring, training, and onboarding with the Pastor of Next Generation and Outreach

Expectations

- You will gather an energized and equipped ministry team to run a midweek program that loves serving families in our church and community
- You will provide tremendous support to the thriving Children's ministry at West Park

- You will be known as a great encouragement and resource to parents as they raise their children in a world of challenges.
- You will be considered a great ministry leader to serve under and your team will feel deeply valued and that they are making a difference.
- You will be part of seeing children continue their faith journey through the ages and stages of growing up.

Qualifications

The ideal candidate will have the following skills/experience:

- Possess the experience and Spiritual gift mix to match the key responsibilities of the role
- Proven experience in leading leaders and event planning
- Authentic lifestyle demonstrating consistent character, strong work ethic and time management skills
- Passionate about ministry to volunteers, children, and their families
- Exceptional in technology, organization, administration, and relationship skills
- Computer proficiency and working knowledge of MS Office
- Comfortable talking in front of large group of kids and adults
- Be able to take initiative on projects, events, and tasks
- Bible college training would be an asset
- Willingness to complete a Predictive Index assessment

SUMMARY

- **Job Category:** Children's Ministry Assistant
- **Job Status:** Part time (30 hours/week)
- **Leadership Experience Required (years):** 2-3
- **Compensation:** \$18 per hour plus 4% vacation pay
- **Denomination:** Fellowship of Evangelical Baptist Churches in Canada
- **Church Size:** 1100
- **Worship Style:** Contemporary

CANDIDATE INSTRUCTIONS AND INFORMATION

Application

Thank you for your interest in the Children's Ministry Assistant position at West Park Church. Submit your application in full confidence to Pastor Kevin Norcross at the following email address kevin@westparkchurch.ca

Please send each of the following items in the same email using a PDF format. Only applications with the following items completed will be acknowledged and reviewed:

- Cover letter introducing yourself.
- Resume, including personal testimony of faith.

Background

Before employment, a background search will be required of all applicants.

Deadline

Applications are encouraged by May 12 2023, but are open until the position is filled. We will advise candidates of the next steps if they are being considered. Information presented will be treated as completely confidential by the Pastor of Next Generation and Children's Ministry Director. Your name and personal details will not be released to other staff or the church council of West Park unless authorized by you.

EMBRACES OUR PERMISSION TO PLAY VALUES

...Our deeply held beliefs and motives about how we do ministry in pursuit of our mission.

We value...

1. ... **integrity**
 Is. 32.8 But the noble man makes noble plans, and by noble deeds he stands.
2. ... **good attitudes** (Phil. 4.8)
 Positive Coachable Flexible Extra-mile mindset (Gen. 24)
3. ... **servant's spirit**
 2Cor. 4.5 For we do not preach ourselves, but Jesus Christ as Lord, and ourselves as your servants for Jesus' sake.
 - Acts as a cheerleader to constantly encourage volunteers and staff
4. ... **wholistic health**
 Healthy margins
 Emotional health
 Relational health: prioritizes family and other key relationships
 Spiritual vitality
 Body-care
5. ... **simplicity**
6. ... **authenticity**
 - friendly and approachable
7. ... **teamwork** (Together Everyone Accomplishes More)
 Eccl. 4.9 Two are better than one, because they have a good return for their work.
 - Healthy conflict resolution: unafraid to tackle interpersonal conflict, ministry alignment, or issues of sin
 - Practices loyalty to the staff
 - Subordinate personal agendas to the church's mission
8. ... **continual growth and learning**
 Prov. 18.15 The heart of the discerning acquires knowledge; the ears of the wise seek it out.
 - Welcomes constructive feedback (real-time feedback with supervisor)
 - Able to identify problems and find solutions
9. ... **healthy work ethic**
 Col. 3.23 Whatever you do, work at it with all your heart, as working for the Lord, not for men, 24 since you know that you will receive an

inheritance from the Lord as a reward. It is the Lord Christ you are serving.

- Punctual
- Does things with excellence, looking for ways to improve

10. ... **risk taking**

Mark 10.27 Jesus looked at them and said, "With man this is impossible, but not with God; all things are possible with God."

- Embraces our taking big steps of faith philosophy