

Worship & Children's Ministry Coordinator Maternity Leave Position

An ideal candidate will love Jesus and uphold the values and belief of NUMC and will be passionate in leading and engaging a multigenerational congregation in Sunday morning worship, as well as, having organizational abilities to coordinate the behind scene elements that lead up to Sunday morning worship and children's ministry, Red Brick Kids (RBK).

Reporting to: Lead Pastor, Church Board

Coordinating with: Pastor of Youth and Young Adult Ministries, Worship Chair, Education Chair, RBK Superintendent, Office Administrator

Salary

In accordance with MC Canada guidelines

Contract Length & Employment Type

Mat Leave Position (Mar-Apr 2022 – August 31, 2023)

Part-time to Full-time (Worship 20 hrs, RBK hrs - yet to be determined)

WORSHIP COORDINATOR

Goal for Worship: Creating and supporting our multigenerational worship experiences

Coordinating with: Lead Pastor, Worship Ministry Chair

Involves:

- Interacting and working with a variety of people- thus strong interpersonal skills, communication, flexibility and leadership skills are needed
- Public speaking – talking in front people/congregation
- Computer skills: Office (PPT), email, video editing
- Ability to lead singing and musical groups during Sunday morning worship
- Ability to play a musical instrument to lead singing on a Sunday morning worship is an asset, but not a necessity
- Having a general pulse of what is happening in church and community
- Monthly work reports submitted to Church Board
- Attend weekly staff meetings, and monthly Worship Ministry meetings

Practical job duties:

In-person:

Sunday morning worship service

- Leading singing, and participating with music groups
- Hosting practices, choosing music
- Scheduling other music groups, and assisting other music groups (singing, music)

Planning and organizing special services (e.g. Eternity, Advent/Christmas, Lent/Easter, Pentecost, Peace Sunday) in conjunction with pastors, Worship Ministry and others

Online Services: (if and when they happen)

- Scheduling music
- Scheduling children's story
- Creating Community Connection video – calling people and thinking up creative ideas
- Creating lyric music videos for Music Corner

Administrative work:

- Scheduling (prelude musician, coordinating with German service)
- Coordinating different schedules (worship leaders, A/V)
- Photocopying music
- Contacting people to play or sing on Sunday morning
- Making sure music we use is Licenced (e.g. CCLI) and recording it
- Preparing PPT for Sunday morning

RED BRICK KIDS COORDINATOR

Goal for RBK Coordinator: Supporting RBK Superintendent and volunteers with administrative tasks, and work with the superintendent and others to grow and develop the ministry

Coordinating with: Pastor of Youth and Young Adult Ministries, Education Ministry Chair, RBK Superintendent

Involves:

- Interacting and working with a variety of people- thus strong interpersonal skills, communication, flexibility and leadership skills are needed
- Computer skills: Office (Word, Excel),
- Attending RBK meetings, Education meetings
- Coordinating with Worship Ministry to involve children in worship services

Practical job duties:

Administrative work

- Communicating and connecting with parents, volunteers, and staff
- Scheduling volunteers
- Printing and distributing curriculum
- Managing supplies for program
- Preparing lesson supplies for teachers
- Familiarization with Plan to Protect (Abuse Prevention Program)
- Volunteer interviews
- Maintaining RBK files

Other Requirements:

A successful candidate will be asked to submit Vulnerable Sector Check and complete the Plan to Protect training (our Abuse Prevention Training)

Interested parties are invited to send their resumes or contact Pastor Daniel at daniel@redbrickchurch.ca