
Niagara United Mennonite Church (Red Brick Church) is seeking a Coordinator for our Children's Ministry program, Red Brick Kids

An ideal candidate will love Jesus and be administratively gifted, in order to coordinate the behind the scenes elements of a children's ministry program. The goal of the position is to continue to develop the Red Brick Kids (RBK) ministry, and to facilitate the building and strengthening of relationships between the volunteer team, kids, and families.

Roles and Responsibilities

- Serving as point of contact for all program leaders including regular communication with volunteer team, and recruitment and training as needed
- Managing and developing systems of organization and administration for volunteer team and kids
- Communicating with families
- Coordinating with Church Office regarding bulletin submissions, updates to the website, social media posts, advertising for special events etc.
- Preparing/purchasing all curriculum supplies for small group leaders, including lesson plans, craft supplies, activity pages etc.
- Plan how to keep RBK connected to the church community
- Administrative duties related to Plan to Protect
- Coordinating and managing the RBK budget, overseeing budget spending

Qualifications

To qualify to be the Red Brick Kids Coordinator, one must have strong:

- Organizational and administrative skills,
- Communication and interpersonal skills,
- A heart for children's ministry

Reporting and Accountability

The Coordinator reports to the Lead Pastor. Additionally, the Coordinator works collaboratively with other staff members and the volunteers.

Salary

In accordance with Mennonite Church Canada guidelines

Hours – 15hours/week

Hours themselves are flexible, with the understanding that some weeks/months will be more intensive than others. Being present on Sunday morning to oversee the program is required. Other hours may be done partially from home, to be agreed upon with hiring team.

Other Requirements

A successful candidate will be asked to:

- Complete Plan to Protect training
- Participate in AED and CPR training

To Apply

Candidates are warmly invited to submit a cover letter and resume to Pastor Daniel at daniel@redbrickchurch.ca

Application Deadline

Ongoing until position is filled