**Reports Directly to**

Lead Pastor Kitsilano

**Type of Position**

Part-Time

**Hours Per Week**

10 hours\*  
*\*It is understood that like any committed member of the church body, the Kids Ministry Coordinator will give a normal number of volunteer hours to the church each week.*

**Working Hours**

* Flexible, based on some ministry needing to be done on evenings
* Sunday morning requirement at gatherings
* Neighborhood church staff meeting

**Compensation**

$23–26/hour  
*\*Christ City compensates employees at a competitive rate and takes into consideration the necessity of living in the Lower Mainland.*

**Job Description**

This position is a part-time “Kids Ministry Coordinator” role, focused on Christ City’s mission of *making missional disciples for the sake of the neighbourhood.* The core role is to coordinate Kid’s Ministry at Christ City Kitsilano, from managing and scheduling volunteers, weekly lesson preparation, maintain and enforce Plan to Protect Policies.

**Responsibilities**

Coordinate all aspects of Kids Ministry Kitsilano including but not limited to:

* Participate as an active member of the Kids Ministry Core Team, including:
  + Contribute to curriculum selection and creation.
  + Conduct regular “temperature checks” of ministry health and effectiveness.
  + Respond to complex issues (e.g. incident reports, extraordinary behaviour)
* Volunteer Coordination:
  + Act as a liaison between the Core Team and volunteers.
  + Identify, recruit, and train new volunteers.
  + Manage the volunteer application process.
  + Create and communicate the volunteer schedule.
* Kids Sunday Morning Ministry
  + Manage Kids Sunday morning programs (Host, Nursery, Kids Club) including set up and teaching.
  + Prepare weekly lessons (leader guides, activity selection, supply purchasing).
* Staff & Parent Communication
  + Participate in staff and leadership meetings as needed.
  + Provide regular updates and discipleship resources to parents (via email and verbal communication).
* Work with the Lead Pastor to create and manage the Kids Ministry budget.

**Additional Responsibilities**

Understanding that no area of ministry at Christ City stands alone, and that all team members lead with a passion for the health of the overall church, you will be called upon to serve in other ministry duties from time to time at the discretion and request of the Lead Pastor.

**About Us**

Christ City Church is a network of neighbourhood churches.

We are unapologetically centered on Jesus Christ.

We are grounded in the authoritative Scriptures, the culture of this city, and the history of the church.

We gather as a body of believers every Sunday for worship, Word, and sacrament, and we gather in smaller communities as Community Groups throughout the week for ongoing discipleship, that we might be known and in turn know others.

We believe the church is called *to God* and then sent *by God* to be on mission. We live out that *sent* identity through a life of 24/7 worship in the everyday. We believe the gospel informs our vocational life, our family life, and our recreational life, and that there is no part of our lives that is not impacted by the in-breaking reality of the renewal of all things that has begun in the resurrection of Jesus.

Christ City Church is reformed in soteriology, continuationist in pneumatology, missional in ecclesiology, and complementarian in polity.

**Personal Qualifications**

* Must be a follower of Jesus, having recognized and repented of personal sin and baptized as a sign of death to self and life in Jesus. Life must clearly demonstrate a high level of spiritual maturity.
* Must be growing in Christ-likeness demonstrating a commitment to a transformed life through the work of the Holy Spirit in spiritual disciplines such as, prayer, study, giving, fasting, solitude, confession, unity, worship, etc.
* Must have a clear sense of God’s calling to ministry at Christ City with much passion for the calling
* Ability to relate and work well with team members, whether staff or volunteer.
* Demonstrate a caring heart for others.
* Willing to “mop the floor”.
* Must agree with Christ City’s Mission, Vision, Values, and Statement of Faith, understanding that all areas of ministry (Service, Kids, Community Groups, etc.) do not stand alone but fit under the umbrella of Christ City’s vision and goals.
* Should be an enthusiastic and creative team leader who is willing to work with current staff and volunteers, with an eye to equipping others for ministry through ongoing discipleship.