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JOB DESCRIPTION - CHILDREN & FAMILY MINISTRY COORDINATOR

Purpose

To create a caring and nurturing Christian environment for children from birth to grade 5 and to provide leadership and support for their families, both within Central Church and the wider community.

Duties and Responsibilities

The following duties and responsibilities are not listed in order of priority:

- Plan and supervise the delivery of the children's Christian education programs.
- Demonstrate the ability to connect with people and develop authentic relationships.
- Demonstrate strong organizational abilities, creative thinking skills and problem-solving abilities.
- Work closely with the Christian Education Team and the Youth Ministry Coordinator in fostering a strong Christian education program.
- Attend a weekly meeting with the minister and the Youth Ministry Coordinator.
- Attend the meetings of the Christian Education Team.
- Find, and if needed, provide training for teachers to deliver the curriculum to children enrolled in the program.
- Coordinate nursery volunteers and schedule teaching timetables.
- Maintain the nursery in good condition.
- Ensure that all volunteers have current certifications for the "Leading With Care" program, the Accessibility for Ontarians With Disability Act 2005, and a Police Record check.
- Provide materials and resources for teachers as needed and within budget.
- Maintain attendance records of program participants and contacts with families and report these to The Christian Education Team on a regular basis.
- Evaluate the effectiveness of the current programming and discuss substantive changes with the minister and the Christian Education Team before adoption.
- Submit an annual budget for the Children and Family Ministry to the Christian Education Team no later than the end of November.
- In conjunction with the Christian Education Team, plan and implement a Fall, Christmas, Easter and Daily Vacation Bible programs.
- From time to time, implement programs as directed by the minister and the Christian Education Team.

Our Mission: We are a Christ – centred community, believing, worshipping, caring and serving.
