

Parksville Fellowship Baptist Church

Position Description

Title: Children's Ministry Program Assistant

Description: To provide oversight and coordination to the weekly Sunday Service Children's program, Day Camps, and special events for the Children attending Parksville Fellowship Baptist Church (PFBC).

This is a part-time, permanent position, of up to 20 (twenty) hours per month (\$19.00-\$21.00/hr), with additional weekly hours allocated for special events.

Overview:

You are a devoted follower of Jesus Christ with a desire and willingness to serve at all times as a productive team member. You will use your gifts and abilities in service to God, your fellow staff members, the church family, and members of the community at large. As a staff member of PFBC, you will be expected to abide by the Employee Handbook given to you at the time of hire and be in agreement with the doctrinal statement of PFBC, Constitution and Bylaws, fully embrace the Articles of Faith of PFBC (Adapted from the Articles of Faith of Fellowship of Evangelical Baptist Churches in BC & Yukon) evidenced by being a Member of PFBC (or in the process of becoming one) and follow the vision of the church and leadership of our Elders and Deacons (Leadership Team). Broad areas of responsibility will require excellent time management, the ability to prioritize and be flexible, as well as demonstrate a willingness to learn and undertake other duties as assigned. As priorities change, the Director of Administration may alter this job description accordingly, in consultation with the Director of Children's Ministry, you, and/or The Deacon Board (where applicable). We intentionally want to cultivate a healthy and thriving work environment: an ability to work well within a diverse, multi-staff team structure is essential.

Responsibilities:

- Assist on Sunday mornings during Children's Ministry programming including teaching classes as needed, greeting families at check-in, and managing spaces and supplies used by classes on Sundays
- Coordinate media elements needed for volunteers during their classes, including adjusting lessons from curriculum, distributing lessons to volunteers, and preparing all materials required for each class
- Help to maintain Children's Ministry spaces to be tidy, organized, and welcoming for all who attend
- Participate in the planning and execution of Family Events as part of the Children and Youth staff team
- Assist in the planning, coordination, and leadership of activities during full-day Day Camp Programs offered
- Collaborate with the Director of Children's Ministry, sharing ideas and ways to improve how we minister to the children and families of PFBC
- Use gifts, talents, passions and abilities to build up the body of Christ and further God's Kingdom in the Oceanside community

Expectations:

Time during a typical month will be allocated as follows:

- Sunday mornings: On average 1-2 Sundays a month
 - Please note: Sunday mornings are essential in the context of Children's Ministry as these hours are unique and cannot be made up elsewhere. You will coordinate with the Director of Children's Ministry and other Children's Ministry Assistants for Sunday scheduling.
 - Because participation in the gathered worship service is an important aspect of the Christian life, the Sunday schedule will be coordinated among the Children's Ministry Team to provide opportunities for staff members to participate in the worship service while ensuring appropriate coverage for the Children's Ministry Program.
- Office time: 15 hours per month, specific days/times determined in conversation with the Director of Children's Ministry
- Camp Weeks: Spring Break and Vacation Bible Camp
 - The week leading up to camp will be a 30-hour work week
 - The week of camp will be a 40-hour work week
- Events: a few times a year, generally one per season outside of office hours

Relationships:

The Children's Ministry Program Assistant will report directly to the Director of Children's Ministry who in turn reports to our Associate Pastor. The Ministry Assistant will provide support in your role, responsibilities, and tasks. It is recommended that you communicate and coordinate ministry calendars, ideas, and initiatives with the Director of Children's Ministry.

Reviews:

As per our Employee Handbook, an initial Performance Review will be conducted prior to the end of the first six (6) months of employment. Thereafter, semi-annual Development Reviews based on this job description will be conducted by the Director of Children's Ministry, in consultation with the other ministry team members.

Applications will be considered as received.

Your cover letter and resume can be emailed to admin@pfbc.ca

Attention: Christina Gourlay