

Children's ministry assistant

Hourly wage rate to be paid to each participant

17.60 **Pending Funding being granted from Canada Summer Jobs Program**

Number of weeks requested for each participant

12

Number of hours per week requested for each participant

30.00

Anticipated start date

2026 - 05 – 15

Applicant must be: over age 18

Tasks and Responsibilities

Job Overview the Children's Ministry Assistant is responsible for organizing and developing aspects of the church's ministry for children from birth age 12. This includes creating a safe, welcoming, and spiritually enriching environment where children can learn about faith, build relationships, and grow as followers of Jesus Christ. The assistant will weekly report to the connexion coordinator.

Work alongside CFC volunteers to implement engaging, age-appropriate programs and foster strong relationships with families. This role would be for 3 months (middle of May to middle of August) based on a Sunday-Thursdays schedule.

Key Responsibilities & Duties

- **Sunday programs:** Use the designated curriculum to prepare and implement the Sunday children's program for ages 5-12. Source resources for creative hands-on object lessons for weekly kids' minutes and present them during the service.
- **Volunteer Management:** Recruit, schedule, and provide ongoing support and leadership for a team of volunteers, ensuring all are properly screened (including police checks).
- **Safety and Compliance:** Ensure all programs and activities adhere to the CFC safe places policies and safety standards, maintaining a secure environment for all children.
 - **Event Planning:** Organize and lead special events, holiday programs, family activities, and community outreach events. This will be based on community needs. Examples are a community midweek playgroup and family drop-in activities.
 - **Day camp:** work alongside the Day camp committee to organize and prepare for day camp. This may include organizing flyer distribution, preparing and overseeing specific parts of the day camp program.
 - **Weekly updates to the connexion coordinator:** maintain weekly updates and communication on the past weekend upcoming events. Includes updates on children and families who have attended activities
 - **Administration and Budget:** Track expenses and purchase supplies
 - **Manage and maintain supplies:** develop a system for organizing and creating an inventory of all children's ministry supplies, materials, and resources. This will also include safely cleaning the supplies and ministry areas.
 - **Collaboration:** Work collaboratively with other church staff and leaders to ensure the children's ministry aligns with the overall vision and mission of the church.

Qualifications & Skills

- A committed individual with a strong moral and ethical character over the age of 18.
- Previous experience working with children in a church or educational setting.
- Strong leadership, organizational, and time-management skills, with the ability to manage multiple tasks simultaneously.
- Excellent communication (verbal and written) and interpersonal skills, with the ability to relate well

to children, parents, and volunteers. • Creativity and an innovative approach to program development and problem-solving.

• Knowledge of child development and age-appropriate teaching methods. • Ability to complete and pass a CFC safe place application and Criminal Record Check (CRC) and Vulnerable Sector Check (VSC), and comply with all safety procedures.

• Proficiency in using technology, including Microsoft Office and social media for communication.

What skills will the participant develop during this job?

Adaptability - The ability to achieve or adjust goals and behaviours when expected or unexpected change occurs, by planning, staying focused, persisting, and overcoming setbacks. For example, one uses this skill to change work plans to meet new deadlines, learn how to work with new tools and improve skills through feedback.

Collaboration - The ability to contribute and support others to achieve a common goal. For example, at work we use this skill to provide meaningful support to team members while completing a project.

Communication - The ability to receive, understand, consider, and share information and ideas through speaking, listening, and interacting with others. For example, we use this skill to listen to instructions, serve customers and discuss ideas.

Creativity and Innovation - The ability to imagine, develop, express, encourage, and apply ideas in ways that are novel, unexpected, or challenge existing methods and norms. For example, we use this skill to discover better ways of doing things, develop new products, and deliver services in a new way.

Digital Skills - The ability to use digital technology and tools to find, manage, apply, create, and share information and content. For example, we use this skill to create spreadsheets, safely use social media, and securely make online purchases.

Problem-solving - The ability to identify, analyze, propose solutions, and make decisions. Problem solving helps you to address issues, monitor success, and learn from the experience. For example, we use this skill to make hiring decisions, select courses of action and troubleshoot technical failures.

Submit application:

Christian Fellowship Chapel

Attention: Christine Goddard

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Email: office@cfchapel.com

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.