

CANADIAN BAPTISTS OF ATLANTIC CANADA
Ministry Opening

CHURCH / MINISTRY ORGANIZATION

First Baptist Church, Moncton
157 Queen Street
Moncton, New Brunswick
E1C 1K9
<https://www.firstmoncton.com/>

PART TIME NON-PASTORAL POSITION

FirstKids Family Ministries
Director

REQUESTED CREDENTIALS

Open to other credentials

AVERAGE SUNDAY ATTENDANCE

200 or above

POSITION DESCRIPTION

CLOSING DATE

Flexible: open for applications until the position is filled

SEND RESUME / CV TO

search@firstmoncton.com

Depending on the qualification of the successful candidate, this could be made a pastoral position.

FIRSTKIDS FAMILY MINISTRIES DIRECTOR

HOURS:

Three-quarters time leadership position (30 hours/week).

REPORTS TO:

Executive Ministries Director

GENERAL SUMMARY OF POSITION:

The FirstKids Family Ministries Director is responsible for creating, planning, and overseeing programs and activities that foster the spiritual growth and development of children in alignment with the church's mission and values. This role involves building relationships with children, families, and volunteers while providing a safe, engaging, and nurturing environment for children to learn about God.

PRIMARY RESPONSIBILITIES:

Program Development and Oversight

- Design and implement age-appropriate Sunday School curriculum, midweek programs, and special events for children.
- Incorporate creative teaching methods, including music, storytelling, games, crafts, and technology, to make learning engaging.
- Evaluate and update ministry programs regularly to ensure they are relevant and effective.
- In consultations with the *Miracles* Director, develop programs and ministries to connect First Baptist with *Miracles*.

Volunteer Recruitment and Training

- Recruit, train, and mentor volunteers to lead and support children's ministry programs.
- Develop schedules and provide resources for volunteers, ensuring they feel equipped and supported.
- Foster a culture of teamwork, encouragement, and spiritual growth among volunteers.

Family Engagement

- Partner with parents to support children's spiritual growth and equip families with resources for faith development at home.
- Communicate regularly with parents through newsletters, emails, and other tools to keep them informed about ministry programs and events.
- Connect with the children, families, and staff of Miracles at First.

Administrative and Leadership Responsibilities

- Develop and manage the children's ministry budget, ensuring resources are allocated effectively.
- In conjunction with the Church Council, develop and maintain child protection policies.
- Maintain safe practices, including background checks for volunteers and adherence to child protection policies.
- Collaborate with church leadership and staff to integrate children's ministry into the broader church vision.
- Ensure classrooms, supplies, and facilities are clean, organized, and child-friendly.

Special Events

- Plan and coordinate special events such as Vacation Bible School, holiday celebrations, and outreach activities for children and families.
- Partner with other ministries or community organizations to expand opportunities for children.

Supervision

- Responsible for supervising, directing, monitoring and annually evaluating the FirstKids Assistant Ministries Director.

General:

- Upon request and as available attend and participate in staff meetings and other planning and strategizing meetings.
- Other duties as assigned.

QUALIFICATIONS:

- Previous experience within church children's ministry or related field.
- Excellent social skills in relating to and engaging with children.
- Demonstrated leadership and organizational skills.
- Administrative and organizational skills and abilities including planning; implementing programs/curriculum/events; organizing volunteers/teachers/leaders, etc.
- Experience in working with groups of volunteers, teams, and other leadership.
- Ability to work within a team setting.
- Ability to balance hours between working at the church and from home to accomplish goals and tasks. (Hours spent at the church will be determined upon hiring.)
- Education in the field of children's ministry, education, social work or a related field would be considered an asset.

KEY SKILLS AND COMPETENCIES:

- Leadership and motivational skills.
- Strong communication skills, both verbal and written.
- Strong collaborative work habits with colleagues and others.
- Organizational and planning skills.

- Resourcefulness.
- Sound decision making skills.
- Flexibility and openness to change.
- Conflict management skills.

FINANCIAL RESPONSIBILITIES:

Working in a church environment requires working within budget frameworks. The incumbent will work within the approved budget in areas of oversight. This budget monitoring is required to ensure that over expenditures do not occur in the incumbent's areas of responsibility.

SECURITY CLEARANCE:

All staff are required to provide a current security clearance and to have a clear record.

SALARY:

The salary is negotiable based on education and demonstrated skills and experience.

SUPERVISOR'S STATEMENT:

This document accurately describes the duties and responsibilities of the FirstKids Family Ministries Director. Objectives and anticipated results may change as church priorities and program emphases adjust to needs and requirements.

PROBATIONARY PERIOD:

The first six (6) consecutive months of the employee's employment under this agreement are agreed to constitute a period of probation during which time First Baptist shall have the opportunity to assess the suitability of the employee's performance and conduct formal and/or informal reviews. At any time during the probationary period, First Baptist may terminate the employee's employment on the grounds of unsuitability, without providing any working notice or payment in lieu thereof.

This is a 3-year contract position with the possibility for renewal based on agreement of both parties involved.