

## 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/>

### 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](mailto:search@firstmoncton.com)

### PART TIME NON-PASTORAL POSITION

**FirstKids Family Ministries  
Assistant**

### REQUESTED CREDENTIALS

Open to other credentials

# FIRSTKIDS FAMILY MINISTRIES ASSISTANT

## **HOURS:**

Part-time (10 hours/week) support position.

## **REPORTS TO:**

FirstKids Family Ministries Director

## **GENERAL SUMMARY OF POSITION:**

The FirstKids Family Ministries Assistant is responsible for assisting the Director in 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:**

1. **Program Support:**
  - Assist in planning, organizing, and executing weekly children's programs, including Sunday school, midweek activities, and special events.
  - Support curriculum development to ensure age-appropriate, biblically grounded lessons.
2. **Volunteer Coordination:**
  - Assist in recruiting, training, and managing volunteers for children's programs.
  - Assist in providing ongoing encouragement, support, and resources for volunteers.
3. **Safety and Administration:**
  - Assist in ensuring compliance with the church's child protection policies and procedures.
  - Assist in maintaining attendance records and other administrative duties as needed.
4. **Parent and Family Engagement:**
  - Assist in communicating regularly with parents about upcoming events, program updates, and their child's spiritual growth.
  - Assist in providing resources for parents to reinforce faith at home.
5. **Event Planning:**
  - Collaborate on planning and executing special events such as Vacation Bible School, family nights, and outreach activities.
6. **Spiritual Development:**
  - Foster a welcoming, Christ-centered environment where children feel loved, valued, and encouraged in their faith journey.
7. **Collaboration:**
  - Work closely with other church staff to align children's ministry with the church's vision and mission.
  - Assist the Children's Ministry Director in other duties as assigned.

## **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.

## **QUALIFICATIONS:**

- Previous experience within church children's ministry or related field, demonstrating excellent social skills in relating to and engaging with children.
- Experience with planning; implementing programs/curriculum/events; organizing volunteers/teachers/leaders, etc.
- Experience in working with groups of volunteers, teams, and other leadership.
- Demonstrated ability to work within a team setting.
- Demonstrated 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 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.

**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 Assistant. 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.