



Children's Ministry Coordinator

Albert Park Baptist Church is seeking to appoint a Children's Ministry Coordinator.

As the Children's Ministry Coordinator you will give overall leadership to all aspects of Albert Park Baptist Church's Children's ministries. The scope of children's ministry currently includes, Sunday morning 'Kid's Club' (Primary School) and Community Playgroups (newborn through Kindergarten). This is a part-time role, 3 days per week.

The church is located in an area that is full of young families. The local primary schools are bursting at the seams and the church has a unique opportunity to connect with children and young families right on our doorstep.

This is an exciting and challenging opportunity for a suitable person to come develop this highly valued ministry in our church.

Application Details:

Enquiries about the position and applications may be sent to the Senior Pastor Rev Katrina Lambert:

katrina.lambert@albertpark.org.au

Applications must be no more than five (5) pages in length and include a CV and covering letter that address why you are interested in this position.

Only applicants residing permanently in Australia will be considered.

Position Description

Position Title:

Children's Ministry Coordinator

Principal Function

To give overall leadership to all aspects of Albert Park Baptist Church's Children's ministries.

Reports to

Senior Pastor

Direct Reports

- None

Key Working Relationships

- Diaconate
- Staff
- Volunteers in Children's Ministry

Accountabilities, Responsibilities & Duties

1. Ensure our Children's ministries propel children on a fun and engaging adventure with God where their faith grows as they develop a personal relationship with Jesus Christ.
2. Lead, administer, and provide direction for Kids Club and Community Playgroups.
3. Develop and provide leadership for the volunteers involved in children's ministries, growing their capability and encouraging them.
4. Use personal creativity to actively engage children while leading learning activities and teaching lessons.
5. Develop and maintain a good working relationships with other staff, parents, volunteers and members of the congregation.
6. Maintain contact with parents, keeping them informed of ongoing activities and plans in a way that encourages partnership and involvement.
7. As appropriate, seek to integrate children's ministry into the Sunday morning worship.
8. Ensure the implementation of the 'Safe Church' safety guidelines in all children ministry activities.

Authority

- Authorising expenditure of budgeted items (up to a reasonable agreed limit)

Incumbent Characteristics

It is anticipated that you will:

- a. Have had a strong and growing relationship with Jesus Christ and be open to and dependent upon the Spirit of God.
- b. Have some formal training that demonstrates your passion and commitment to children and or education.
- c. Prior experience working in children's ministry either paid or as a volunteer - preferably a minimum of 3 years.
- d. Have experience in managing volunteers.
- e. Be a self-starter, accustomed to working hard and giving your best.
- f. Have a high level of self-awareness, emotional intelligence and empathy.
- g. Be honest and transparent about yourself while being discerning, discreet, trustworthy and able to maintain confidences with other people.
- h. Have excellent communication skills backed up by the ability to use technology, applications and social media to deliver your message.

Terms and Conditions

1. Part Time – Three (3) days per week.
2. Four (4) weeks annual leave
3. Two (2) weeks personal leave annually cumulative, but not paid out on termination.
4. An initial three-month review in addition to a regular annual review and continuation in the role is contingent upon a satisfactory review.