

## **Job Description**

### **Children's Ministry Coordinator Greyfriars Eden Epsom**

#### **Part-time short-term contract (One Year) - 30 hours per week**

**Summary:** *To coordinate our children's ministry; pre-school, primary and intermediate aged children. This includes playgroup and mainly music, Sunday morning kidzone; children's holiday programmes; and the ZED intermediate ministry. To liaise with the minister and other staff at Greyfriars. To build good relationships with children, parents, and members of the church.*

**Rationale:** Our Church loves and values children. We desire to see children delighting in their Saviour and thriving in their faith. We value the gifts children bring and want them to have creative outlets for expressing their faith through art, song, dance, drama etc. We seek to provide a safe, welcoming environment where friendships can flourish. We aim to support their families by teaching Bible stories and Christian values. At Greyfriars we already have significant ministries with children, and we are looking to build momentum with the appointment of a new Children's Ministry Coordinator.

#### ***Sunday morning tasks: 8.30am – 12.30pm***

- Lead all aspects of the kidzone ministry – songs, prayers, lessons etc
- Monthly lead the children's time in church (preferably including the talents of children)
- Special services – organise/prepare items for children's church services, White Sunday, Nativity Play

#### ***Pre-school ministries: leading our pre-school ministry teams***

- **mainly music** Tuesday mornings in term time at the Gardner Road Hall
- **playgroup** Friday mornings in term time at the Mt Eden Hall.

#### ***Friday afternoon (ZED): 2.30 – 6pm***

- Organise weekly ZED after-school intermediate ministry (working with the Youth Coordinator)

#### ***School holiday programmes – (Each term)***

- Organise and run holiday programmes (four/five times a year for five days), including leading the team, shaping the programme, liaising with the office and website teams.

#### ***During the Week: Children's ministry, Administrative and Pastoral Tasks***

**(Greyfriars office is the main place of work, although some work can be done from home. The Sunday services are normally held at two sites)**

##### **Regular events**

- Prepare kidzone lessons using an approved curriculum
- Prepare for playgroup and mainly music
- Messy Church (quarterly) – creative crafts on bible theme for all ages, followed by a meal.
- Encourage and develop our Children's ministry support team, helping various teams coordinate their efforts.
- Support initiatives to connect with children and families (BBQ church, Sunday Funday, etc)

##### **Occasional events:**

- Church seasons – Easter and Christmas (Nativity)
- Organise White Sunday (annual celebration of children in the church) in co-operation with families
- Light Party – alternative to Halloween

##### **Administration:**

- Attend Tuesday staff meetings
- Information/advertising - Prepare and send regularly to parents, Office Manager, and website

- Prepare written reports for Parish Council – with quarterly attendance to brief the Council on the ministry developments (February, May, August and November).
- Organise regular team meetings to plan children’s ministry
- Various administration activities related to children’s ministry (advertising, roll, etc)
- Update contact details of new children/families to the Office Manager
- Pastoral Care - Recognise and respond to significant events and achievements, illness or injury, and family issues
- Creating connections, fostering relationships between children and congregation. (Display of work, photos ...)

### ***Key Performance Indicators***

- Develop positive relationships with children and families, staff and congregation
- Prepare interesting and engaging lessons and events
- Connect children with the wider congregation

### ***Key Reporting Relationship***

- The co-ordinator will report to the Parish Minister

### ***General***

We expect the Children’s Ministry Coordinator to:

- become familiar with and adhere to the health and safety policies of the church
- maintain high moral standards so as to be a good role model
- develop respectful and safe relationships with all children in their care.

The Children’s Ministry Coordinator position includes being a good role model and to that end we require the successful applicant to make Greyfriars their church home for the period of employment.

### ***Applicants for this position need to:***

- be proficient in written and spoken English,
- live in Auckland and have the necessary visa to work in New Zealand
- undergo a police check suitable for work with children

### ***Qualities/qualifications: our ideal applicant will:***

- Have experience working with children, such as in Sunday School/children’s holiday programmes
- Have leadership skills and be able to work as part of a team, often as team leader
- Be of good character
- Be a creative and innovative thinker

The following would also be an advantage:

- Qualifications in childhood education and/or theological studies
- Intercultural experience
- Interest in creative expression through music, dance, art or drama

### ***To apply for this position – email our minister John Malcolm.***

**[greyfriarsvacancy@gmail.com](mailto:greyfriarsvacancy@gmail.com)**

Include a covering letter telling us about your experience working with children and why you believe you could do this job well; and your C.V.

If we invite you for an interview, you will need to provide contact details for three character referees, one of whom must be your current church minister/pastor within New Zealand.