

Job Description
Children's Ministry Coordinator Greyfriars Eden Epsom
Part time short term contract (1 Year)
Up to 20 hours per week

Summary: To minister to children and their families; to coordinate children's ministry activities; and to support our various children's ministry teams.

Rationale: Our Church loves children and values them as important people in our congregation. We desire to see children delighting in their Saviour, learning bible stories and thriving in their faith. At Greyfriars we already have significant ministries with children and we are looking to build momentum with the appointment of a Children's Ministry Coordinator.

Sunday Morning - Kidzone (approx. 4hrs)

Ministering to children on both church sites – bible lessons, songs, prayers etc
Special services – helping children celebrate Easter, Christmas and White Sunday etc

During the Week: a variety of children's ministry, administrative and pastoral tasks (approx. 16hrs)

(Greyfriars office is the main place of work, although some work can be done from home.)

Regular events:

Prepare kidzone lessons using an agreed curriculum
Support existing initiatives and children's ministry teams including playgroup and mainly music
Explore possibilities for after-school ministries with our Youth Coordinator.
Develop a Children's ministry support team

Occasional events:

Help children celebrate Church seasons – Easter and Christmas
Assist organising/running of quarterly holiday programmes and other events on the church calendar

Administration:

Create attractive advertising for children's events
Attend Tuesday morning staff meetings
Keep parents and Parish Council informed

Pastoral Care:

Recognise and respond to significant events and achievements, illness or injury, and family issues

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

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.

There is opportunity for extra hours, up to fulltime, for one week during each school holiday programme.

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.

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 we are looking for

Our ideal applicant will:

- Have experience working with children, such as in Sunday School and/or 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.
john@greyfriars.org.nz***

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.

Applications close 10 December 2018