



<b>Job Title:</b>	Children's Ministry Assistant	<b>Job Category:</b>	Administrative
<b>Department/Group:</b>	Ministry – Children's	<b>Supervisor</b>	Lois Shepherd
<b>Location:</b>	Prince of Wales Campus	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	TBD	<b>Position Type:</b>	Contract
<b>Will Train Applicant(s):</b>	Training provided	<b>Date Posted:</b>	December 8, 2017
		<b>Posting Expires:</b>	December 22, 2017
<b>Applications Accepted By:</b>			
EMAIL: employment@metbiblechurch.ca			
<b>Character</b>			
Mature Christian character having the traits described in "Description of a Trained Ambassador" (1 Tim. 3; Titus 1),			
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The Assistant for Children's Ministries is a member of the church administration staff who support the day-to-day operations of ministry programs at The MET.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>- Reports to Children's Ministry Director and plans ministry activity</li> <li>- Disciples Children's Ministry Summer Interns</li> <li>- Provides assistance to teachers and ministry leaders for Sunday morning children's ministry</li> <li>- Coordinates and manages varied communications and correspondence such as mailings, email, phone calling, publicity, and social networking.</li> <li>- Coordinates volunteer support and elements of ongoing and one-time events including: March Break and summer camps, Family Bible Hour, Children's Baptism classes, Sunday School, and other Met children's ministries.</li> <li>- Assists in preparation of weekly reports, courses, events, and meetings.</li> <li>- Partners with other volunteers and other office support staff in completion of duties.</li> <li>- As a member of the Administrative Team, assists with Reception and other church-wide administrative functions as required.</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <p>Work experience:</p> <p>Professional or volunteer experience in organizing group activities in a secular or church setting and familiarity with children's work an asset.</p> <p>Other requirements:</p> <ul style="list-style-type: none"> <li>- Proficiency in Microsoft Office Suite</li> <li>- Experience using a database</li> <li>- Excellent written and oral communication skills in English</li> </ul>			

**PREFERRED SKILLS**

To be successful in this role, the Assistant for Children's Ministries excels at the following:

- Leadership abilities
- Prioritizing and scheduling of tasks
- Using office software applications, including the MS Office Suite and databases
- Writing in a business context, including writing effective email, and writing reports
- Maintaining confidentiality
- Communicating well with others, including strong listening skills, speaking skills and general interpersonal skills
- Working as part of a team

**HOURS OF WORK**

The position is a contract ending December 28, 2018 (approx. 30 hours a week). Flexible scheduling including evenings and Sunday mornings.

Reviewed By:	Sue Reissner	Date:	December 8, 2017
Approved By:	Chris Shadbolt	Date:	December 8, 2017