

Wyoming Baptist Church  
**2023 Children's Ministry Program Coordinator**

**Tasks and Responsibilities**

The tasks related to this employment opportunity include, but are not limited to:

1. Work in cooperation with the church staff and applicable ministry teams to plan and implement JR church lessons on the Sundays within the calendar scope of employment and activities for children's ministry during the summer months.
2. Plan, maintain, and facilitate social media for summer programs and develop promotional material for programs. Maintain registration and attendance records and liaise between parents, students, staff and members of the congregation for summer programs.
3. Work in cooperation with the church staff to establish and maintain church records and other administrative support.
4. Support Deacon of Discipleship with other duties as requested.

**Hourly Wage Rate:** \$18.00 / hr

**Employment:** May 29, 2023- Aug 21, 2023 (12 weeks)

**Work Week:** 32 hours (includes some Sunday services)

**Qualifications:**

- Between 15 and 30 years of age and meet the criteria for Canada Summer Jobs Grant
- Have read and agree with the church doctrinal statement, and further agree to follow it in matters of conduct and instruction with respect to the ministry work environments
- Be a Canadian citizen or permanent resident with a valid social insurance number
- Must be available to work 32 hours per week in person starting May 29, 2023.
- Must be available to work 8am to 4pm during the summer program schedule in July and August, be a key holder and conduct opening and closing procedures in the building.
- Preferred candidate is a recent graduate or currently completing a post secondary education in Christian education, child development, business administration or other related field.
- Experience with Planning Centre is an asset.
- Leadership and teamwork experience in children's ministry is an asset.
- Ability to create and share documents on google drive.
- Comply with all screening procedures as outlined in 4.1 The Procedures Section of the Wyoming Baptist Church Child Safety Policy and Procedures. This includes but is not limited to, a current police criminal record check,

references, and information form. Prospective interns will receive more information on the screening process once their application is received.

**Supervision and work relations:** The successful applicant will be directly supervised by the Deacon of Discipleship, and will work in regular cooperation with the discipleship team, other applicable deacons and paid staff. They may also be requested to provide updates to the Elders.

Direct supervision through the Deacon of Discipleship will include regular meetings, both weekly scheduled and as needed to review work schedule, plans and development of work projects. Deacon of Discipleship may, at their discretion, delegate some of this oversight to other respective ministry teams. However, the Deacon of Discipleship remains responsible to ensure that the supervision is provided.

**Mentoring Plan:**

- The student will be requested to provide a detailed description of their summer work goals as they relate to their field of education and future career. These goals will be reviewed by the pastoral team, and in cooperation with the student, may be refined as needed to make the most of their employment opportunity.
- In consideration for both student personal goals and the demands of the position, the supervisor and the student will also establish, within the first week of employment, the specific work skills that will be targeted for development over the course of the employment window.
- Once established as priority, the supervisor will ensure that opportunities are present within the work environment to call on such skills, and regular updates by the student employee will identify the extent to which the opportunities were helpful in doing so.
- The supervisor will meet weekly with the student to reflect on their experience and develop a broader understanding of Christian ministry work within the context of church and community.

**Health and Safety:** All employees of WBC are accountable to the health and safety standards as defined by Ontario labour law and to follow any guidelines, standards as defined by the church in workplace policies that may be adopted.

All applications will be given fair and equal consideration. Only those applicants who will receive an interview will be contacted. Wyoming Baptist Church welcomes applications from people with disabilities. Accommodations will be made available on request for candidates taking part in all aspects of the selection process.

**Application Deadline:** February 28, 2023