



CHILDREN'S MINISTRY ASSISTANT

JOB DESCRIPTION

BETHEL CHURCH

Bethel is a growing Church in Penticton, BC. Our vision is to be a Spirit filled, growing community of believers who love their city and are empowered to spread the good news of Jesus Christ throughout the world.

BETHEL VALUES


Spiritual Vitality
Prioritizing People
Strategic Partnerships
Empowering Leaders
Blessing our Community


STRATEGIC PRIORITIES

Holistic Life Groups
Transformational Worship Experiences
Invitational Culture
Next Generation Ministry

CONTACT DETAILS

Phone: 250-493-3911
Email: info@betheltab.ca
Website: www.betheltab.ca
Address: 945 Main St. Penticton, BC V2A 5E3

 @bethel_penticton
@bethelkidspenticton

 @bethelpenticton
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POSITION SUMMARY

CHILDREN'S MINISTRY ASSISTANT

The Children's Ministry Assistant is responsible to assist the Children's Ministry Director as they provide leadership and direction to Bethel Church's ministry to children (ages 0 - grade 5). This is a part time salaried position equivalent to 15 hours/week. See position details on next page.

COMPENSATION

- Please inquire for salary details.
- Employee may participate in extended health and dental coverage based on hours worked.
- 4% vacation pay. Vacation may be taken with the permission of the Lead Pastor in consultation with the Children's Ministry Director.

EXPENSE REIMBURSEMENTS

- Approved expenses accrued on behalf of the church will be reimbursed.
- Ministry budget approved annually by the board.
- Driving a personal vehicle on behalf of the church will be reimbursed on a per KM basis.

START DATE

- To be negotiated based on successful candidate's availability.

OTHER NOTES

- Weekly hours to be agreed upon with the Lead Pastor in consultation with the Children's Ministry Director.
- Must sign and adhere to a Lifestyle Commitment.



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POSITION DESCRIPTION

GENERAL RESPONSIBILITIES

- Maintain a personal relationship with God through Jesus Christ.
- Be personally committed to life-long learning.
- Actively participate with the staff and leadership in vision casting and implementation for the whole church.
- Work under the leadership and direction of the Children's Ministry Director (CMD).
- Recruit, train and empower lay leaders and volunteers.
- Ensure that the concerns of parents are properly addressed.
- Ensure that the Plan to Protect policy is followed to provide safety for our children, staff and volunteers.
- All staff are expected to help out wherever needed either by their own initiative or as directed by the Lead Pastor.

PRIMARY OBJECTIVES

1. Work with the CMD to develop and implement a strategy for the discipleship of children which engages the whole family.
 - Develop initiatives, campaigns and discipleship material for children & their parents.
 - Build a strategy for discipleship that progresses from birth to grade 5.
 - Integrate the various activities and events of Bethel Kids into a discipleship pathway.
 - Resource parents with tools and information on their role in their child's discipleship.
2. Work with the CMD to develop and implement a Sunday Kids Church Ministry for children from birth to grade 5
 - Develop programs and create/source curriculum appropriate for the various age groups present during Sunday services.
 - Identify, recruit, train and resource volunteers to effectively and efficiently run the Sunday programs.
3. Work with the CMD to organize regular events focussed on serving and connecting with families in our church and community
 - Build a strategic calendar of events and activities to help introduce community children and their families to Jesus and our Church (i.e. Summer Day Camp, Fall & Winter Fun Fair, Movie Nights, etc).

REQUIRED EDUCATION/EXPERIENCE

- A strong Christian background.
- Experience working in a related field with a track record of ministry effectiveness.
- Education in a related field is an asset.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

- Must hold a strong evangelical/Pentecostal Christian faith commitment and perspective.
- Must possess excellent communication skills with the ability to communicate effectively with individuals, small groups, and large gatherings (especially to children).
- Must be able to use technology effectively for ministry purposes.
- Must be able to obtain a criminal record check that is without offence.
- Must be organized and able to develop and administer systems to facilitate ministry.