



# Richmond Hill Baptist Church

## Children's Ministry Assistant Job Opening

Ministry Area:	Children's Ministry & Youth Ministry (Summer)
Accountable to:	Pastor of Youth & Families
Position Is:	Contract Staff
Position May Be Filled By:	Church Member or Qualified candidate
Minimum Maturity Level:	Stable and Mature Christian
Spiritual Gifts:	Pastor/Shepherd; Administration; Teaching; Mercy; Patience
Talents/Abilities Desired:	Experience in teaching; Good role model; Organization skills; Good communicator; loves kids of all ages
Best Personality Traits:	Dependable; Spiritually Minded; Friendly; Passionate; Fun
Length of Service:	1 Year (January to December 2025)

### **Responsibilities/Duties:**

1. Participate in staff meetings and leadership development as necessary.
2. Direct the Sunday morning Children's ministries by enlisting and training teachers, ordering and distributing curriculum, providing resources, and ensuring good communication and planning.
3. Play a key role in helping Grade 6 students transition into the Youth Ministry.
4. Design and coordinate special events for children and families.
5. Work with the Church Council and Church Staff to ensure good coordination and facilitation of ministry.
6. Work within the parameters of the church's budget, constitution, and policies including the Children's First guidelines.
7. Support the mission and the spirit of the church to Connect with God, His Word, His Church, His Mission.
8. Pray for God to be working in the lives of children and their families.
9. Participate in outreach & ministry to children and their families.
10. Provide encouragement and spiritual direction to children and their families.

(over)

## **Anticipated Time Commitments:**

### ***Jan – Apr = Part- Time @ 10 hours/week (Sunday 8:30am – 12:30pm + Flexible)***

1. Regular Weekly ministry and prep = average of 7 hours per week.
2. Weekly/Monthly meetings = average of 1.5 hour per week.
3. Scheduling Teams = average of 0.5 hours per week.
4. Special Family Event = average of 1 hour per week (2-hour event + Prep/Cleanup = total 15 hours).

### ***May – Aug = ~Full Time @ 35 hours/week on average [560 hours].***

1. Regular Weekly ministry and prep, an average of 8 hours per week. [120hr]
2. Weekly/Monthly meetings, average of 2 hours per week [30hr]
3. Kids Camp volunteer training, craft/games/snack prep, planning [80hr]
4. Kids Camp – 5 day camp @ 8 hours per day including Friday Finale event [40hr]
5. SYC Leader – 6 day offsite camp in Three Hills Alberta with teenagers Sunday July 20, 4pm thru to Saturday July 26 @ Noon. [70hr = 100hr]
6. 2 Special Family Events – May and August, 2 hour event + Prep [30hr]
7. Kids Ministry area repair/improvement/decoration for Fall kick-off [60hr]
8. Assist with Stampede Breakfast Kids program on Sunday July 6<sup>th</sup> 6:30am – 12:30pm [10hr]
9. Assist with Grade 6 transition to Youth Ministry – 6:15-10:30pm Friday nights (4 in June, 3 in July/August) [30hr]
10. Assist with Summer Family Outreach & Community events [20hr]
11. Prepare for Fall Kick-off – curriculum, scheduling, supplies [40hr]
12. 1 week off to recover after SYC & 1 week discretionary vacation to be scheduled with supervisor. [0hr]

### ***Sep – Dec = Part- Time @ 10 hours/week (Sunday 8:30am – 12:30pm + Flexible)***

1. Same as January to April

## **To Apply:**

Applications for this contract position are being accepted thru to November 11, 2024. Please send your resume attached to a cover email to [Mike@rhbc.ca](mailto:Mike@rhbc.ca)