



JOB DESCRIPTION

CHILDREN MINISTRY COORDINATOR

This is a part-time or full-time position.

Expected annual salary range for a full-time position is: \$54,000 - 58,000

PURPOSE STATEMENT

To work with the Youth and Children Ministry Pastor and Children Ministry Director in the development of Karpos Children's Ministry at Koinonia Evangelical Church.

RESPONSIBILITIES

The primary responsibilities of the Karpos Children's Ministry Coordinator include:

- Assist in curriculum and activity resources planning and preparation
- Coordinate children's ministry programs and events
- Conduct program briefing, debriefing, and follow-up on action items
- Coordinate children's ministry program application, admission, and graduation
- Assist in Karpos servants management including recruitment, scheduling, training, evaluation, and culture setting
- Assist in Karpos system and policy development, execution, and evaluation
- Assist in the process of purchasing supplies and expense reporting
- Meeting regularly with the Karpos staff and servant teams to provide assistance in ministry development
- Assist in collaboration with other ministry teams
- Assist with church administrative tasks
- Assist in other church ministries as needed

TEMPERAMENT/ PERSONALITY

- Possess spiritual and emotional maturity; believe in sound doctrines
- Demonstrate character of Christ-likeness; desire continuous spiritual growth
- Willing to submit to the Lead Pastoral Team
- Willing to follow the ministry philosophy of the Lead Pastoral Team
- A lifetime learner in leadership, ministry, and discipleship
- Highly adaptive and able to work under stress
- Receptive to feedback and demonstrate the ability to change
- Self-motivated, effective time management, and attention to detail

QUALIFICATIONS

- Completed an undergraduate degree (or 3rd-year college student) and has at least two years of relevant experience in the children's ministry
- Self-motivated, good time management and administrative abilities, and attention to detail
- Proficiency in the use of MS Office software, Google applications, and cloud services required
- A good communicator, a strong team worker with good people skills and competent conflict resolution experience
- Willing to submit and follow the ministry philosophy of the Lead Pastoral Team
- A lifetime learner in leadership, ministry, and discipleship
- Work on Saturday is required, Sunday and evening as needed
- Experience in volunteer management is an asset
- Experience in children's ministry curriculum planning is an asset
- Fluency in written and spoken English (Spoken Cantonese is an asset but not required)



- Current First Aid certification is preferred but not required
- A criminal record check is required

All interested candidates can submit a resume and cover letter indicating how they meet the qualifications of the position to:

KEC Executive Team
Email: recruit@koinoniachurch.ca

Please quote the job title in the subject line when applying by email.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.