



JOB DESCRIPTION

Job Title: Children's Ministry Coordinator

Department: Children's Ministry

Position: Part-time (20 - 25 hours per week)

Mairangi Bay Community Church (MBCC) is a vibrant, family-oriented and Bible-based church with a love for the LORD, His Word, and people. We are intentionally multi-cultural and our members come from about twenty different nations and so we enjoy a rich mix of cultures and languages. We have people from many Asian nations (including Japan, Korea, China, India, Hong Kong, Taiwan, Malaysia, Singapore & the Philippines) and also have Kiwis, South Africans, Europeans, Americans & others. It is our passion to see all people pursue a lifelong and joyous relationship with Jesus Christ. As an evangelical congregation, we believe and strive towards the equipping and releasing of every Christian believer for the work of ministry. MBCC is making a lasting difference in NZ by leading people to become fully devoted followers of Christ.

Purpose of the Job:

- The purpose of the Children's Ministry Leader is to disciple the children attending our Children's Church and other activities and empower families to cultivate the next generation with their relationship with Christ.

Responsibilities:

Primary:

- Develop a clearly defined vision and strategy for discipleship within the Children's Ministry that works in conjunction with the overall vision and ministry of MBCC.
- Disciple children in developing their spiritual, and leadership skills.
- Build and develop the Children's Ministry Leadership Team, which consists of key committed and gifted volunteers.
- Lead, recruit, train, and develop volunteers for the Children's Ministry.
- Develop and implement the strategy for whole-family discipleship; working with families to equip and empower parents/families to disciple their children.
- Provide oversight and planning for all aspects of Children's Ministry programming, including:

- a. Sunday morning Children's Worship
 - b. Week-night programming (if needed)
 - c. Specialized Classes
 - d. Outreach events
 - e. Family events/programming
 - f. End of the year camp / Other camps
 - g. Curriculum selection/development for all programming
- Provide oversight to Children's Ministry budget and help develop the budgetary needs for upcoming years.
 - Be a liaison between MBCC and other community organisations, people, and resources that relate to our Children's Ministry and other ministries.
 - Be an advocate for children and educate our constituents about the hopes, concerns and needs of children at MBCC and our community.
 - Formulate MBCC Children's Church facility standards for existing and new campuses.
 - Help develop and maintain all security and health and safety standards.
 - Oversee special event planning to include but not limited to MBCC Children's Ministry seasonal events.
 - Ongoing contact with students, staff, parents and leaders.
 - Ongoing contact with MBCC's Pastors and staff members.

Secondary:

- Work as a team player with the rest of the ministerial and support staff. This includes making every effort to attend all staff functions (i.e. – staff meetings, retreats, planning sessions, etc.)
- Participate and provide support and leadership (when necessary) in church-wide events, even if they do not directly affect the Children's Ministry.
- Share in the responsibility of ministerial responsibilities, including, but not limited to:
 - a. Hospital visits
 - b. Leadership at certain events
 - c. Preaching

Skill Requirements:

- Leadership
- Computer/Technology

Experience and Knowledge Required:

- Proof of courses completed relating to children's ministry. A Diploma / Bachelor in Biblical studies or children's ministry or related field.

- A minimum of 3 years of ministry serving experience.
- Strong execution focus and attention to detail
- Strong work ethic, proactive and able to effectively manage multiple tasks simultaneously
- Strong Organisational and time management skills
- Highly developed communication skills; articulate verbally and in writing
- Proficiency in all Microsoft Office applications
- Works well with others and within a team
- Creative and innovative
- Leadership background and experience serving with children and families.
- Some project management experience would be beneficial
- Teaching/Public Speaking

Other Duties and Responsibilities:

- Full commitment to the ministry
- Attend MBCC's Sunday services, a weekly life group and selected events
- Position requires ongoing development
- Position requires hours outside normal business hours
- Position may require extended work hours
- Position may require travel

Attributes:

- Positive attitude
- Possess a humble, cooperative, and willing attitude.
- Heart of a servant
- Fun/enjoyable
- Loyal
- Share in the vision of MBCC and adhere to and support our Statement of Faith. This is non-negotiable.

Physical Demands:

- The ability to lift and carry objects (sound equipment and other objects – within limits of course.)

Application Information

- This position is part-time with the possibility of becoming a full-time position over the next couple of years or as the ministry grows and a full-time position is required to effectively manage the ministry.
- Working hours: Around 20 to 25 hours per week.
- Applications close on Tuesday, 31 August 2021.
- Wage: Minimum wage.
- Send your CV to office@mairangichurch.org.nz
- Once you have sent your CV to us, please call us at 09-4786314 to confirm that we have received your email. Please call between 09:30 and 13:30.
- Visit our website at www.mairangichurch.org.nz for more about us.
- Our physical address is 49 Maxwelton Drive, Mairangi Bay, North Shore, Auckland 0630.