**Job Description**

**Children’s Ministry Coordinator Greyfriars Eden Epsom**

**Part time short term contract (1 Year)**

**Up to 20 hours per week**

**Summary: *To coordinate our children’s ministry; to prepare and run the Sunday morning kidzone; to assist organising/leading our children’s holiday programmes; and to support playgroup and mainly music teams. To liaise with the minister and other staff at Greyfriars. To build good relationships with children, parents, and members of the church.***

**Rationale:** Our Church loves and values children. We desire to see children delighting in their Saviour and thriving in their faith. We value the gifts children bring and want them to have creative outlets for expressing their faith through art, song, dance, drama etc. We seek to provide a safe, welcoming environment where friendships can flourish. We aim to support their families by teaching Bible stories and Christian values. At Greyfriars we already have significant ministries with children and we are looking to build momentum with the appointment of a Children’s Ministry Coordinator.

***Sunday morning tasks: 8.30am – 12.30pm (approx. 4hrs)***

Lead all aspects of the kidzone ministry – songs, prayers, lessons etc

Occasionally lead the children’s time in church (preferably including the talents of children)

Special services – organise and prepare items for children’s church services, White Sunday, Nativity Play.

***During the Week: Children’s ministry, Administrative and Pastoral Tasks (approx. 16hrs)***

**(Greyfriars office is the main place of work, although some work can be done from home. The Sunday services are held over two sites)**

**Regular events**

Prepare kidzone lessons using an approved curriculum

Support playgroup, mainly music, and other teams working with children.

Explore possibilities for after-school ministries (possibly with our Youth Coordinator)

Support existing initiatives to connect with children and families

Develop a Children’s ministry support team and helping various teams coordinate their efforts.

**Occasional events:**

Church seasons – Easter and Christmas (Nativity)

Holiday programmes – to assist with the organisation and running of quarterly holiday programmes

White Sunday – annual celebration of children in the church

Light Party – alternative to Halloween

**Administration:**

Attend Tuesday morning staff meetings

Attend bi-monthly Teams meetings

Prepare written reports for Parish Council – with occasional attendance to brief the Council on the ministry developments.

Various administration activities related to children’s ministry (advertising, roll, etc)

Update details of new children/families to the Office Manager

Organise quarterly team meetings to plan children’s ministry

Information/advertising - Prepare and send regularly to parents, Office Manager, and website

Pastoral Care - Recognise and respond to significant events and achievements, illness or injury, and family issues

***Key Performance Indicators***

* Develop positive relationships with children and families, staff and congregation
* Prepare interesting and engaging lessons and events
* Connect children with the wider congregation

***Key Reporting Relationship***

* The co-ordinator will report to the Parish Minister

***General***

The Children’s Ministry Coordinator position includes being a good role model and to that end we require the successful applicant to make Greyfriars their church home for the period of employment.

There is opportunity for extra hours, up to fulltime, for one week during each school holiday programme.

We expect the Children’s Ministry Coordinator to:

* become familiar with and adhere to the health and safety policies of the church
* maintain high moral standards so as to be a good role model
* develop respectful and safe relationships with all children in their care.

***Applicants for this position need to:***

* be proficient in written and spoken English,
* live in Auckland and have the necessary visa to work in New Zealand,
* undergo a police check suitable for work with children.

***Qualities/qualifications we are looking for***

Our ideal applicant will:

* Have experience working with children, such as in Sunday School and/or children’s holiday programmes
* Have leadership skills and be able to work as part of a team, often as team leader
* Be of good character
* Be a creative and innovative thinker

The following would also be an advantage:

* Qualifications in childhood education and/or theological studies
* Intercultural experience
* Interest in creative expression through music, dance, art or drama

***To apply for this position – email our minister John Malcolm.*** ***john@greyfriars.org.nz***

Include a covering letter telling us about your experience working with children and why you believe you could do this job well; and your C.V.

If we invite you for an interview, you will need to provide contact details for three character referees, one of whom must be your current church minister/pastor within New Zealand.