



JOB POSTING: COORDINATOR OF CHILDREN AND FAMILIES FORMATION

Job Description:

St. Bartholomew's Anglican Church in Gibson's is seeking a contract **COORDINATOR OF CHILDREN AND FAMILIES' FORMATION** to help with the successful delivery of Godly play programming on Sunday mornings, November through June 2024. You will work closely with and report to the vicar and receive training and mentorship. You will be responsible for coordinating volunteers for storytelling, making sure all volunteers have the proper training and background checks, ensuring that all materials are available and in order, be present for children and families during Sunday worship (from 10 AM to 12:30 PM) weekly and plan a monthly family breakfast (Sunday 8:30 AM to 10 AM). The position pays \$21/hour and for 8 hours per week. St. Bart's is a welcoming, inclusive, and accepting place, and we encourage applicants of all backgrounds, orientations, abilities, and cultures to apply.

You are:

A skilled relationship builder who has experience working with children across a variety of fields, including faith-based organizations. You are a team player, who understands the needs of children and families and is comfortable leading some elements of curriculum and organizing events. A self-motivated person, you are organized, value boundaries, and value accompanying children and their families on their spiritual journey and welcoming them into a safe place of wondering, learning and growth.

Duties:

On a weekly basis, you will assist with the Sunday morning Godly Play sessions for children. In some cases, you may help lead parts of the curriculum during these sessions. You will also provide some small activity for children during our monthly family breakfast and, when feasible, during our monthly community hot lunch. For the rest of your hours, you will meet with the vicar as needed and take responsibility for

planning, volunteer coordination, and training to deliver children and youth curriculum, programming, and special events. You will also help implement a plan to create a dedicated Sunday school space in the parish chapel. As a member of St. Bart's' staff, you will participate in regular staff meetings as part of your weekly hours.

Skills:

- Excellent interpersonal skills
- ability to recruit and work with volunteers
- Basic administrative skills, including producing schedules and communication through email and social media
- Basic knowledge of child and youth development
- Some theological understanding of ethical Child and Youth Ministry
- Ability to work as part of a ministry team.
- Experience in youth and children's ministry is a plus
- Experience in events organizing
- Godly Play training is an asset and will also be provided
- Willingness to learn new skills and receive constructive feedback
- Excellent time management skills
- Knowledge of the Anglican Church also an asset

Requirements:

- The successful applicant must be 18+
- Ability to work weekly on Sundays from 10am – 12:30 and one Sunday a month from 9am to 12:30
- Complete a successful Criminal Records Check with vulnerable sector search
- Willingness to complete Safe Church policy orientation per the Diocese of New Westminster's Screening in Faith policy and training.
- Willingness to complete Dismantling Racism Training Certificate.
- Basic First Aid/CPR (Child) or equivalent.

This is a temporary, contract position to the end of June 2024 with the potential for renewal.

Position Start date: As soon as filled.

If you are interested in this position, please send your resume and cover letter to: motherjoyce.stbarts@gmail.com. The position will remain open until filled.