



Children and Youth Ministry Associate

Department: Congregational Life
Reports To: Generational Ministry Leaders
Direct Reports: N/A
Status: Part-Time – up to 26 hours per week (Sundays, Wednesdays, and Fridays required)
Date Prepared: September 2021

Who We Are:

The Peoples Church is passionate about sharing the life changing message of Jesus both here in Toronto, and around the world. We are home to more than 3,000 members from a diversity of backgrounds, generations, and perspectives, brought together by the Father, through the sacrifice of the Son, in the power of the Holy Spirit. We want all people to experience Christ, embrace community, and engage globally. Our ministry is supported by a staff team who are inspired by our mission – Growing the body of Christ for God’s global mission.

Position Overview:

The Children & Youth Ministry Associate provides support to Youth and Children’s ministries. The incumbent will help oversee and facilitate Sunday morning ministry activities and programs, which includes providing leadership and care for volunteers, children, youth, and families. During the week he/she will provide key administrative support to Children and Youth ministries and oversee all registration responsibilities of special events throughout the year. The Children & Youth Ministry Associate works with the Jr. High and Children’s Ministries to ensure all children, youth and leaders are moving along our discipleship pathway.

Major Responsibilities:

- Provide leadership and care on Sunday morning to volunteers, youth, children, and families
- Occasionally lead large group session for Jr. High or Children’s ministries on Sunday mornings
- Assist with check-ins for families on Sunday mornings
- Work with the Jr. High Associate Pastor, Children & Youth ministries Pastor and Coordinators to track progression of children and youth on the discipleship pathway
- Act as the data manager for Children & Youth ministries by maintaining the ChMS (Church Management software), CCB and other CMS
- Partner with Human Resources to process, screen and integrate new leaders into the youth and children’s ministries
- Track and develop follow-up plan with students/families who have been absent consecutively for 3 weeks or more
- Print, package and distribute curriculum and craft packages for preschool, elementary, preteens and Jr. high students
- Maintain storage space and oversee inventory of supplies needed for Sunday morning and special events
- Process and track receipt reimbursements within the operating budget
- Coordinate with Administrator team to ensure bookings and room set ups are reflected in system
- General email communication with volunteers and parents
- Coordinate with appropriate departments on all communication and registration components of retreats, camps, and special events in Children and Youth ministries
- Other duties as assigned

Qualifications:

- Must have a deep growing personal faith in Jesus Christ and support the Statement of Faith of The Peoples Church
- A desire to see the Next Generation become gospel centered and globally engaged by growing spiritually, gathering regularly, engaging globally and giving generously
- 2 – 3 years ministry experience an asset
- Demonstrated willingness to learn and develop skills and understanding of Children & Youth ministries through reading, conferences, etc.
- Strong interpersonal skills and can relate to many different ages and types of children and youth
- Strong administrative skills
- Strong communication, time management and organization skills
- Creative thinker, who is a team player with a positive attitude
- Ability to work independently with minimal daily supervision
- Ability to maintain confidentiality and privacy of information

Working Conditions:

- Vulnerable Sector Screening must be completed
- Support Statement of Faith and Lifestyle Principles
- Sitting for long periods
- Repetitive work
- Manual dexterity required to use desktop computer and peripherals
- Interacts with others (children, youth, parents, volunteers, staff) regularly
- Working days when presence is required are Sundays, Wednesdays, and Fridays

Interested applicants are invited to email their résumés in pdf format and reference # 21-CMA101 in the cover letter to:

Attn: Human Resources

Email: Employment@ThePeoplesChurch.ca

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

The Peoples Church strive to continually lead with our values and are committed to having a staff team that represents the communities that we serve. The Peoples Church is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR Director of the accommodation measures, if required, which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.