



**WestPark Church**  
EVERYDAY PEOPLE

## **JOB DESCRIPTION**

### **Children's Ministry Assistant Director Elementary**

#### **Reports To**

The Part Time Children's Ministry Assistant Director of Elementary will report directly to Kimberly Enns, Director of Children's Ministry.

#### **Job Overview**

To provide support to our Children's Ministry Director, Kimberly Enns, in our Children's Ministries here at WestPark Church.

#### **Responsibilities and Duties**

Involved in various aspects of ministry which include:

- 20 hours a week (8:00 – 1:00 on Sundays plus 15 hours during the week)
- Upholding the mission and vision of WestPark Church.
- Meeting regularly with our Children's Ministry Director to receive ministry coaching (strategy) and personal care (shepherding).
- Being involved in various aspects of the Children's Ministry including managing volunteers, stage set design, large group teaching, oversee day camp, baptism class, training, birthdays, prayer partners, Planning Centre Tech, and staff meetings
- Provide administrative and ministry support where needed
- Kids Works midweek program on Tuesdays from 5:00 – 9:00 pm
- Functioning as part of our ministry staff team at West Park. This includes:
  - Participating in weekly staff meetings that emphasize team building, communication, problem solving, and prayer.
  - Contributing to various churchwide initiatives.
  - Performing any additional duties as needed or directed.

#### **Qualifications**

The ideal candidate will have the following skills/experience:

- Experience working in a faith based non-profit organization
- Authentic lifestyle demonstrating consistent character, and strong work ethic
- Have good time management skills
- Be able to organize and prioritize duties
- Passionate about ministry to children and their families
- Exceptional in technology, organization, administration and relationship skills
- Experience with Microsoft Excel
- Strong desire to work in a collaborative team environment
- Comfortable talking in front of large group of kids and adults
- Be able to take initiative

## CANDIDATE INSTRUCTIONS AND INFORMATION

### ***Application***

Thank you for your interest in the Children's Ministry Assistant Director of Elementary position at West Park Church. Submit your application in full confidence to Pastor Kevin Norcross at the following email address [kevin@westparkchurch.ca](mailto:kevin@westparkchurch.ca)

Please send each of the following items in the same email using a PDF format. Only applications with the following items completed will be acknowledged and reviewed:

- Cover letter introducing yourself.
- Resume, including personal testimony of faith.

### ***Background***

Before employment, a background search will be required of all applicants.

### ***Deadline***

Applications are encouraged by Oct 24<sup>th</sup> 2021, but are open until the position is filled. We will advise candidates of the next steps if they are being considered. Information presented will be treated as completely confidential by the Pastor of Next Generation, Children's Ministry Director, Lead Pastor and his personal associate. Your name and personal details will not be released to other staff or the church council of West Park unless authorized by you.

## EMBRACES OUR PERMISSION TO PLAY VALUES

***...Our deeply held beliefs and motives about how we do ministry in pursuit of our mission.***

We value...

1. ... **integrity**  
*Is. 32.8 But the noble man makes noble plans, and by noble deeds he stands.*
2. ... **good attitudes** (Phil. 4.8)  
Positive    Coachable    Flexible    Extra-mile mindset (Gen. 24)
3. ... **servant's spirit**  
*2Cor. 4.5 For we do not preach ourselves, but Jesus Christ as Lord, and ourselves as your servants for Jesus' sake.*
  - Acts as a cheerleader to constantly encourage volunteers and staff
4. ... **wholistic health**  
Healthy margins  
Emotional health  
Relational health: prioritizes family and other key relationships  
Spiritual vitality  
Body-care
5. ... **simplicity**
6. ... **authenticity**
  - friendly and approachable
7. ...**teamwork** (Together Everyone Accomplishes More)  
*Eccl. 4.9 Two are better than one, because they have a good return for their work.*
  - Healthy conflict resolution: unafraid to tackle interpersonal conflict, ministry alignment, or issues of sin
  - Practices loyalty to the staff
  - Subordinate personal agendas to the church's mission

8.     ... **continual growth and learning**  
*Prov. 18.15 The heart of the discerning acquires knowledge; the ears of the wise seek it out.*
  - Welcomes constructive feedback (real-time feedback with supervisor)
  - Able to identify problems and find solutions
9.     ... **healthy work ethic**  
*Col. 3.23 Whatever you do, work at it with all your heart, as working for the Lord, not for men, 24 since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.*
  - Punctual
  - Does things with excellence, looking for ways to improve
10.    ... **risk taking**  
*Mark 10.27 Jesus looked at them and said, "With man this is impossible, but not with God; all things are possible with God."*
  - Embraces our taking big steps of faith philosophy