

West Portal Church is searching for an energetic person with a passion for Christ, children, families and the community to oversee our nurseries, pre-school children (birth through to age 5), and to partner with our current Children's Minister in providing leadership, vision, equipping parents and large event planning. This is a half-time position with somewhat negotiable hours. The successful candidate must display strong Christian character, the ability to develop teams and disciple others, relate well to children and parents, and model Christian family values. West Portal is a multi-generational Mennonite Brethren church with a weekly children's ministry of 100 children plus a weekly service attendance of 380. We are situated in the expanding and diverse city of Saskatoon and are experiencing a growing enthusiasm to reach out into our diverse community. We are a multiple staff church with a strong culture of team work and support.

West Portal Church: "Transformed Lives, Transforming Community"

Position Description

POSITION TITLE: Assistant Children's Minister up to 0.5 fte position (hours are flexible)

Note: In total there is up to 1.2 fte in this ministry area shared with the Children's Minister.

Reporting Relationship: Reports to Children's Minister

POSITION PURPOSE: To partner with and assist the Children's Minister in providing leadership and oversight in the spiritual development of children recognizing the key role of parents as the primary spiritual models and teachers.

ESSENTIAL FUNCTIONS:

1. Personal Growth
 - a. To joyfully and diligently engage personal spiritual disciplines with the goal of growth and development as a child of God and a representative of the King.
2. WPC required ministry team involvement; 5%
 - a. To attend and contribute at weekly staff meetings (this would depend on how many hours of work are decided with this position.
 - b. To engage with the Children's Minister in monthly coaching times
 - c. To attend and engage with the WPC body in weekly worship.
3. Responsibilities
 - a. To partner with the Children's Minister in order to:
 - i. Recruit, train, support, develop and disciple a team of leaders and volunteers
 - ii. Conduct ministry in accordance with safe place policies
 - iii. Develop a strong relationship with parents and support/partner with this in the spiritual development of their children
 - iv. Oversee development of curriculum and provision of necessary resources (this depends on the amount of hours of work that are decided with this position)

4. Key Elements

a. To directly oversee the following:

i. Sunday morning preschool

1. Children's nurseries

2. Preschool ministries

b. To partner with the Children's Minister in the following:

i. Summer Children's Ministry

ii. Seasonal events: fall kick off, fall carnival, Christmas programs, Easter Celebrations

5. Uphold values for Children's Ministry:

- Leaders developing leaders
- Discipleship of others
- Reliable communication
- Quality environment (safe place)
- Excellence
- Consistency

6. Ministry Assessments

a. At 6 months and 12 months during first year of probationary status

b. Major assessment every third year and minor assessment other years

7. Organizational Relationships

- The Children's Minister Assistant is employed by the body of West Portal Church. She/he is accountable to the Children's Minister for day-to-day routines, ministry discernment and carrying out the vision as set out by West Portal Church. It is expected that she/he will share the concerns for total body ministry.
- Note: The needs in a growing church often demand changes in job descriptions. Any major changes will be directed by the Leadership Team via the Ministry Team Leader in consultation with the staff affected.

For further information or to submit a resume, please contact:

Email: office@westportal.ca

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Mail:

West Portal Church

Attention Search Committee

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