

## **Church Administration & Children's Ministry Coordinator**

**Start Date: As soon as possible**

### **Position Overview:**

We are seeking a Gospel-driven individual to fill the dual role of Church Administration and Children's Ministry Coordinator at Bethany Baptist church. This unique position will involve communication and administrative duties supporting the church office as well as developing and overseeing programs within the BBC's children's ministry.

### **Responsibilities:**

#### **Church Administrative Responsibilities (50%):**

- Foster a welcoming and warm atmosphere by greeting all visitors with genuine kindness and providing assistance with a compassionate demeanor, ensuring a hospitable experience for all who enter the church building.
- Manage church communications, including answering phone calls, emails, and greeting visitors.
- Maintain church records, including membership lists, attendance records, and financial documents.
- Coordinate scheduling for church events, meetings, and facilities usage.
- Assist in preparing and distributing church publications, such as website, youtube, facebook, bulletins, newsletters, and announcements.
- Handle clerical tasks such as filing, copying, and data entry.
- Support the pastoral team and other staff members as needed with administrative tasks.

#### **Children's Ministry Responsibilities (50%):**

- Oversee in planning and implementing a fluid discipleship strategy in all BBC's children's ministry programs and events that includes all children from infant to grade 5.
- Work with pastoral staff and church eldership in planning, developing and coordinating a discipleship strategy for all ages that works towards the purpose of Bethany Baptist Church.

## Job Description 2025

- Coordinate and train volunteers for children's ministry activities and ensure appropriate training and supervision.
- Help create and maintain a safe and nurturing environment for children to learn and grow in their faith in Jesus.
- Develop and organize resources for teaching children about Biblical principles and gospel centered values.
- Support outreach efforts to families in the community, inviting them to participate in children's ministry activities throughout the year.
- Collaborate with the church leadership and other ministries to integrate children's ministry into the overall purpose of the church.

### **Qualifications:**

- Must be a Born Again Christian and be in range of meeting the biblical requirements of a leader according to 1 Timothy 3:8-13.
- Must agree with the Bethany Baptist Church Statement Of Faith
- Strong organizational and communication skills.
- Proficiency in office software such as Google Office Suite.
- Ability to work independently and as part of a team.
- Passion for working with children and helping them grow in their faith.
- Previous experience in church administration or children's ministry is preferred but not required.
- Becoming an active member in good standing of Bethany Baptist Church.

### **Working Conditions:**

- This is a full-time position, splitting 40 hours between roles with flexibility in scheduling.
- The role will require occasional evening and weekend availability to support church events and activities.

**If interested please send resume to:**

ATTENTION: CACMC Search Committee [cacmc@bethanybaptist.ab.ca](mailto:cacmc@bethanybaptist.ab.ca)

**This posting will remain open until May 1, 2025.**