

## **POSITION OPENING**

### **Assistant Director of Children's Ministry (Maternity Leave Cover)\***

#### **Ministry Goal**

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Lead, develop and manage a vibrant Children's Ministry which equips and enables ministry leaders and parents to missionally disciple children towards maturity in Jesus Christ.

#### **Responsibilities**

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Collaborate with Director of Children's ministry to provide leadership to and management of Children's Ministries, with a particular emphasis on Sunday School. Specific responsibilities include:

1. Supervise Sunday School Ministries.
  - a. Assist the Children's Director to recruit, develop and oversee a network of spiritually gifted volunteer leaders who reach out toward children and disciple them effectively.
  - b. Develop personal relationships with leaders providing feedback and encouragement.
  - c. Provide an emotionally and physically safe environment for children as outlined in the church's child safety policies.
  - d. Ensure that materials are procured and accessible to ministry leaders as needed.
  - e. Maintain clean, organized and adequately equipped classrooms.
  - f. Serve as operational leader during Sunday School hours.
2. Assist the Children's Ministry Director to oversee outreach to children and families in Cochrane, including but not limited to summer outreach programming.
3. Participate as a contributing member of the staff team.

#### **Work Conditions**

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This will be a part-time (15 hrs/week) one-year contract position to cover a maternity leave commencing April 23, 2017. The successful candidate and their supervisor will create a customized work-schedule. Weekend and/or evening hours will be required.

#### **Key characteristics**

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##### **Spiritual Qualifications**

Cochrane Alliance Church is seeking a leader who understands the Gospel and whose commitment to Jesus Christ is foremost in their priorities and lifestyle. Staff members are personally committed to mission and discipleship in their own journeys as they equip and encourage those under their care.

##### **Theological and Biblical Qualifications**

Candidates must agree with the Statement of Faith of the Christian and Missionary Alliance in Canada (C&MA). To view our Statement of Faith, please go to <http://www.cmacan.org/statement-of-faith>. Accreditation with the C&MA would be required within a short timeline of being hired, if not already present.

##### **Personal qualities**

We are seeking a friendly, enthusiastic, organized leader who loves kids and motivates others to engage in ministry.

## Other Qualifications

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- Strong organizational, administrative and relational skills
- Ability to manage ministry in a digital environment
- Background and experience in Children's ministry an asset.
- First Aid and CPR (certification can be obtained once hired).
- Successful completion of mandatory Criminal Records and Vulnerable Sector checks.

## Team Structure

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The Assistant Director and Director of Children's Ministry will collaborate together in a team environment. Both are accountable to the Lead Pastor and serve as part of the pastoral team of Cochrane Alliance Church.

## About us

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Cochrane Alliance is a growing church within the Christian and Missionary Alliance. Young families make up the fastest-growing demographic of our church which is reflective of our thriving community. We long to be part of Jesus' transformational work in Cochrane and believe that missional discipleship is the most effective way for families to find hope, healing and meaning in him.

## Application process

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If you are interested in this position please contact Jason Koleba at [Jason@cochranealliance.com](mailto:Jason@cochranealliance.com) and include the following:

1. Cover letter stating the position for which you are applying.\*
2. A brief testimony description of how you came to faith in Christ and why you are interested in this position.
3. A resume which includes a description of your training, experience, skills and abilities.

*\* While our Pastor of Children's Ministry is on maternity leave, Cochrane Alliance Church has chosen to divide that position into two part-time roles—(a) Director of Children's Ministry (25 hrs/week) and (b) Assistant Director of Children's Ministry (15 hrs/week). Candidates interested in and qualified for a full-time role are welcome to apply for BOTH positions. Compensation and benefits would be adjusted accordingly.*

**Please note:**

**You will only be contacted if your resume is being considered.**

**Closing date:** On or about March 10, 2017

**Intended start date:** April 23, 2017