

Schedule A – Job Description

Owen Sound Alliance Church

Position Title: KIDS SUNDAY PROGRAM COORDINATOR

Position Status: Temporary, Part-Time

Reports to: Senior Pastor

Position Overview

Working 10 – 12 hours per week, the Kids Sunday Morning Program Coordinator will provide organizational leadership for the children’s program on Sunday morning, for ages infant to grade 6.

This is a temporary contract position, commencing on August 2, 2023 to August 31, 2024

Responsibilities

- Oversees Sunday School for ages infant to grade 6 (75%)
 - Serve as the point person for Sunday morning Kids programming; this includes check-in and registration for kids, parents, and teachers.
 - Sunday school administrative oversight; this includes collecting and managing annual registration forms, email communication to parents, an enhanced understanding of plan-to-protect policy, and operating within the ministry budget.
 - Ensuring that teachers are prepared to serve each week, including lesson/curriculum planning, and providing resources in advance.
 - Ensure the nursery, classrooms and the Resource Room are properly maintained.
- Serves on the Family Ministries’ Lead Team (10%)
 - Meets with the Family Ministries Lead Team up to four times per year. This team consists of various ministry leaders invested in equipping the ministries for children and families at Owen Sound Alliance Church
- Staff Team Participation (15%)
 - Regularly meets with the Senior Pastor to provide updates
 - Attends staff meetings monthly
 - Participates in a bi-yearly staff review and conversation

Accountability

- The position reports directly to the Senior Pastor at Owen Sound Alliance and works cooperatively with the staff team at OSAC.
- Maintains a work schedule that accommodates the program requirements, and communicates that schedule with support staff.

Position Qualifications

- Aligns with the vision and values of Owen Sound Alliance Church.
- Demonstrates growth as a disciple of Jesus.
- Desires to see children and families experience the love of Christ.
- Demonstrates strong administrative, organizational and interpersonal skills.
- Has a collaborative approach to leadership.
- Has experience serving in children and family ministries.

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APPLICATION PROCESS

- A resume with covering letter may be submitted to: rtudor.osac@gmail.com
- In your covering letter:
 - Describe your current walk with Christ. How have you experienced Christ at work in and through you recently?
 - Describe your strengths, opportunities for growth, and why you feel this role would be a good fit for you.
- Application deadline is July 11, 2023.
- Only successful candidates from the first stage of the application process will be contacted for the next step. References will only be requested from candidates proceeding to the next step.
- As a condition of employment, the successful candidate will be required to provide a current Criminal Record Check with Vulnerable Sector Check, as well as be willing to sign agreements for the Christian & Missionary Alliance in Canada which include: Statement of Faith, Call to Excellence, and Statement on Human Sexuality.