

Position Title	Bayview Kids Church Coordinator
Time Fraction	Initially, twelve hours per week with the expectation of increasing hours of employment over time
Remuneration	Remuneration is according to Churches of Christ Victoria and Tasmania (CCVT) recommendations
Accountability	Initially you will report to the Senior Pastor or their delegate

Church & Position Overview

An opportunity exists for a part-time person to join the Ministry Team at Bayview Church in Rosebud, on the beautiful Mornington Peninsula. Bayview is a contemporary, family-friendly church with a membership of approximately 250 people.

In this role you will be a member of the Ministry Team and be responsible for coordinating programs, activities and building a children's ministry team, which assist the spiritual and social wellbeing and development of children aged 0-Grade 6 at Bayview Church. This is a key position as you will make a significant contribution to the overall life and health of the church.

Key Selection Criteria

The person we are seeking will demonstrate:

- A committed and vibrant Christian faith
- Affinity with Bayview Church's culture, mission and vision
- Integrity and humility
- A heart for children and families
- The ability to work harmoniously in a team setting
- A good work ethic
- Excellent up-front presentation skills
- The ability to effectively lead and manage people and teams
- A high level of self-awareness
- Confidence and positivity
- A commitment to self-care and personal development
- Confidentiality and the appropriate handling of sensitive information
- Training, qualifications and experience in education, pastoral ministry and/or similar fields
- Completed Safe Churches training, provide a Working with Children Check, Federal Police Check and willingness to adhere to CCVT Code of Ethics.

Tasks include, but are not limited to:

SUNDAYS

- Oversee the operations of the Bayview Kids program
- Ensure check-in procedures are in place and complied with
- Welcome and connect with current and new families
- Welcome and connect with Bayview Kid's group leaders and workers
- Ensure technology and facilities are prepared
- Present and/or organise weekly Kids Church presentations in the adult service
- Ensure facilities are clean and tidy at the end of the day
- Facilitate Super Sundays once a term

WEEKLY TASKS

- Plan and prepare curriculum
- Lesson planning when teaching
- Communicate with leaders
- Pastoral care of families as required
- Print and send out materials
- Shop for resources/prizes if required

ONGOING TASKS

- Rostering
- Plan and facilitate a Kids Church leaders and workers meeting each term
- Child Safety duties
- Recruit new leaders and workers
- Plan Super Sundays and other events
- Manage budget
- Attend monthly Ministry Team meetings
- Provide a brief written monthly report to our Leadership Community
- Communicate with parents and provide the tools they need for effective parenting
- Discern the possibilities for engagement with the local community and build meaningful connections

ACCOUNTABILITY

Responsible to and working collaboratively with the support and supervision of the Senior Pastor and the Kids Church Director, the position will be evaluated every six months, according to agreed guidelines.

Applicants are to submit their CV by July 30, 2018. For confidential expressions of interest, please contact Steve Sutton on 0414 706 274 or email steve@bayviewchurch.org.