

Hope Community Covenant Church
Strathmore, Alberta

Children's Ministry Coordinator
Part-Time – 12 Hours per Week

Position Summary

The Children Ministry Coordinator provides leadership, organization, and support for the church's ministry to children from birth through Grade 6 (approximately ages 0–12). Working alongside the Lead Pastor, Executive Director, volunteers, and parents, this person creates a safe, welcoming, Christ-centered environment where children can grow in their relationship with Jesus and families are equipped to disciple their children.

Hours: 12 hours/week (flexible, including Sunday mornings and occasional special events)

Reports To: Lead Pastor

Key Responsibilities

1. Sunday Children's Ministry – coordinate Sunday programming for ages 0–12, recruit, schedule, and support volunteers, prepare classrooms, welcome new families, maintain attendance.
2. Volunteer Leadership – recruit, train, coach, and appreciate volunteers, ensure policy compliance.
3. Curriculum & Spiritual Formation – implement approved curriculum, plan teaching series, incorporate prayer, worship, Scripture memory, and service.
4. Family Ministry – communicate with parents, equip families for home discipleship, support family events.
5. Administration – manage supplies and budget recommendations, maintain Safe Church documentation, order curriculum and submit ministry updates.

Additional Responsibilities

Assist with Vacation Bible School, family events, Christmas and Easter programming, child dedications, baptism preparation for children, and community outreach events.

Qualifications

Demonstrates a growing relationship with Jesus Christ; agrees with the mission and beliefs of Hope Community Covenant Church and the Evangelical Covenant Church of Canada; experience with children and volunteers preferred; organized, relational, dependable, and able to lead teams.

Safe Ministry Requirements

Criminal Record Check, Vulnerable Sector Check, Plan to Protect, and First Aid (preferred).

Working Relationships

Works closely with the Lead Pastor, staff, volunteers, parents, and Church Council as required.

Compensation

Compensation will be discussed based on experience and qualifications.

Application

To apply, please send a cover letter and resume to office@hope-community.ca.