

Children's Ministry/ Office Administrator Job Description

First Baptist Church Cranbrook

This will be a combined position as the Director of Children's Ministry and Office Administrator at First Baptist Church Cranbrook (FBCC). This role on our church staff team involves coordinating the care and discipleship of children and their families at FBCC, and supporting FBCC's ministries through office administrative tasks that support our pastors and lay leaders, and facilitate effective networking and communication within the congregation and community. The successful candidate will report to and work alongside the lead pastor.

Director of Children's Ministry

Objectives:

- The Director of Children's Ministry will provide leadership to the programs and experiences that help our children grow strong in their love for Christ so that they live and serve as vibrant, integrated members of our faith community and the larger community.
- By extension, this plays an essential role in building up and supporting children and their parents/guardians as well as in developing a healthy, intergenerational church body.

Responsibilities:

- Nurture and sustain appropriate modes of children's Christian Education and learning; this may or may not be Sunday-focused.
- Develop and instill a positive sense of community amongst our children as well as within the larger context of the church family.
- Define annual objectives, programs, schedules, and required resources for implementing children's ministries (i.e., programs, experiences, events, etc.).
- Oversee and ensure the implementation of healthy and sustainable programs, including their daily or weekly operations, processes, supervision, and administration;
- Obtain or develop the necessary tools or curricula to support the programs;
- Establish and provide direction to congregants and parent leaders who will be involved in teaching, leadership, or support roles on an ongoing basis; this includes accountability, training, and support.

Expectations:

- Ensure safety, appropriate supervision, care, and attention for each child when at the church and involved in the children's ministries;
- Due diligence with administrative and legal requirements such as criminal record checks for leaders/workers.
- Professional, upstanding conduct at all times.
- Approachable and strong leadership in working with parents, congregants, the lead pastor, and the Board of Elders
- Regular contact and collaboration with as well as accountability to their lead pastor, ensuring a positive and respectful contribution to team ministry
- Monthly reporting to the Board of Elders on progress within annual objectives; and attendance at Board Meetings when requested
- An understanding of and support for the church's vision and value statements
- A desire for further knowledge and education in the field through professional development, with support from the church
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Office Administrator**Personal Qualities:**

- Diligence
- Accuracy and attention to detail
- Completes tasks according to goals/deadlines set
- Accountability to pastors, congregants, lay leadership
- Cooperates and works well with others to accomplish tasks and objectives
- Works well independently and is self-motivated
- Able to identify own limitations and is comfortable asking for assistance or direction when required

Skills and Abilities:

- Knowledge of Microsoft Office applications and Google Workspace
- Utilizing email and internet
- Website content maintenance (non-technical)
- Creating and maintaining filing systems and organizational systems to ensure office procedures are efficient and professional

- Excellent writing skills for composing letters, emails, bulletins, PowerPoint and other documents
- Proficient typing skills
- Communicating effectively and positively with other staff, lay leadership, church congregants, bookkeeper, and the public

Responsibilities:

Ministry Support

- Support First Baptist's ministries with administrative tasks that facilitate effective networking and communication amongst the congregation and in the community
- Provide ongoing administrative support specific to the Pastor's activities

Office Responsibilities:

- Responding to and/or redirecting all mail (email and Canada Post) in a timely manner on behalf of the church, pastors, board, or lay leaders
- Answering and/or redirecting phone calls and voice messages
- Preparation of the bulletin, Order of Service, and announcement slides for the Sunday service; Midweek electronic newsletter and Friday email service link
- Updating FBCC website
- Maintaining filing systems (electronic and hard copy)
- Ensuring church database, contact groups, and records are up to date
- Preparation and documentation of all invoices and expenses for the Bookkeeper, and recording of cheques and payments made
- Other duties as assigned and have capacity for

This is a full-time position with flexible hours, beginning January 2, 2027.

\$22 - \$26/hour. Remuneration and benefits to be negotiated with the applicant in accordance with education and/or experience.

Expected hours of work: 35 hours per week. Hours may be negotiated.

Email a cover letter and resume to apply. office@fbccranbrook.org

Contact FBCC for more information: office@fbccranbrook.org 250-426-4319