***St. Martin-in-the-Fields Anglican Church***

We are a community of Christian believers in the Anglo-Catholic tradition with a sacramentally centred view of life and liturgy. We are seeking a Children and Youth Ministry Coordinator to help us actively engage our children and the children and families of the geographical parish of St. Martin’s in every aspect of the church’s community.

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| Ministry Position | Children and Youth Ministry Co-ordinator  (part time – 20 hrs/week) |
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| Term of Office: | Three years – with possibility of renewal |
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| Supervision & Support | Reports to Associate Priest, who in turn reports to the Rector; The successful applicant will also work closely with the ministry team |
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| Purposes of the position: | * The primary purpose is to ensure that the children who attend St. Martin’s are shaped and nurtured in the Good News that is found in Jesus Christ, in a safe, friendly, and welcoming environment. * A second but equally important purpose is to reach out to the unchurched and de-churched families in the surrounding neighbourhood. |
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| Population(s) served: | Children and Youth and their families |
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| Duties & Responsibilities: | To nurture and grow the existing Children and Youth Ministry on Sunday mornings, all year round.  To engage families in the geographical parish in the Gospel.  Administration:   1. Choose and implement Gospel-centered curriculum 2. To help form our children in the Anglo-catholic tradition 3. Organize and maintain Children and Youth Ministry supplies and curriculum. 4. Develop and manage the budget. 5. Prepare report to Annual Vestry Meeting 6. Track and review patterns of attendance 7. Establish and maintain protocols and procedures for safe and effective running of Children and Youth Ministry 8. Maintain mailing/email list of existing parents and children 9. To ensure the appropriate set up of rooms and care of Children and Youth Ministry space |
|  | Missional Outreach into the Parish   * Missional listening: finding out where God is already active in the parish. * Finding out who lives in the neighbourhood and how to meaningfully engage with them. * Building relationships over time with new families and looking for what God is up to in their lives. * Determining what discipleship looks like for the de-churched and un-churched in our geographical parish. * Feeding back these observations so that they can be used for future ministry in the parish. |
|  | Promotion, Recruitment, Screening & Training:   1. Recruit, train and mentor teachers 2. Ensure the integration of our children in our common life through intergenerational activities by facilitating participation in liturgy through serving, reading, sharing crafts/teachings/events with the parish.) 3. Implement the Responsible Ministry: Screening in Faith initiative 4. Provide teachers and assistants with resources and skill development training |
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|  | Communication with:   1. Teachers and assistants – meet regularly to support their efforts and address concerns 2. Associate and Rector – keep informed of plans and concerns 3. The Nursery Co-ordinator and other staff. 4. Children and their parents – regular communication |

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|  | Co-ordination:   1. Organize the roster of teachers and assistants, regularly 2. Support the Nursery Co-ordinator 3. Co-ordinate special events and activities (e.g. Christmas pageant, Ash Wednesday and Good Friday programmes, parish picnic). 4. Plan and facilitate take home resources |
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| Skills, Experience and Qualities Required: | 1. A joyful and committed follower of Jesus Christ. 2. Experience in Missional listening and outreach 3. Excellent organizational and communication skills 4. Passionate about sharing the Gospel with children 5. Experience working in a team environment 6. Creative, energetic and flexible 7. Sensitive pastoral abilities 8. Initiative |
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| Support, Supervision, and Evaluation: | 1. Support is provided by the Associate priest, the Rector, and Churchwardens 2. Evaluation occurs at regular intervals with the Churchwardens |
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| Qualifications needed: | 1. Post Secondary Studies - Theological education an asset. 2. Music/drama ability are assets 3. Successful completion of our Responsible Ministry: Screening in Faith Initiative (vulnerable sectors check – prior to start) |
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| Terms of work/service: | * 20 hours per week: hours of work may include evenings, Saturdays and Sundays * Appropriate vacation available |

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| To apply: | * Email cover letter and C.V. to the Rev. Canon Philip Hobson [phobson@stmartininthefields.ca](mailto:phobson@stmartininthefields.ca) * Please use “CYMC Application” as the email subject. * Closing date Monday, April 6, 2015 * Only successful candidates will be contacted. |