

KIDS CHURCH COORDINATOR (MT MARTHA) POSITION DESCRIPTION

INTRODUCTION

New Peninsula Baptist Church (NPBC) is a church located on the Mornington Peninsula with campuses at Mt Martha and Rosebud. We are an inclusive church drawing from the evangelical, congregational, and Pentecostal traditions. People from all backgrounds and ages call our church home. We have an incorporated community caring arm that supports those in need. We aim to partner with Jesus every day and everywhere to make disciples who make disciples.

NPBC is committed to the safety and wellbeing of all children and young people. This is the primary focus of our care and decision-making. Leaders, staff, volunteers, and contractors at NPBC are required to abide by the NPBC Safe Church Policy.

APPOINTMENT

The appointment is made by the Children and Families Pastor, in conjunction with the Senior Pastor.

ACCOUNTABILITY

The Kids Church Coordinator (Mt Martha) is responsible to the Children and Families Pastor.

VISION

Our vision is to see:

- Kids excited about growing in their faith, having hope and understanding God's love for them and their purpose as His children.
- Kids deeply connected with their Church family and joining in with the disciple-making movement at NPBC.
- Kids and Families with additional needs embraced and included in our Church family.
- Volunteers recruited, trained, resourced, and supported to lead effectively in Kids and Families Ministry.
- Parents affirmed and equipped to be disciple-makers in their families and in the world.
- Kids and families encouraged and equipped to reach out to un-churched friends – engaging intentionally with our community and seeing regular commitments to Christ
- Families caring and encouraging each other, welcoming and including new families, and engaging inter-generationally across NPBC.

SCOPE OF ROLE

The New Peninsula Kids Church Coordinator (Mt Martha) will:

1. Work with Kids & Families

- Refine and communicate strategic intent for Kids and Families Ministry, focusing on Kids Church (Prep – Yr 7) at Mt Martha.
- Ensure programs cater for, and are inclusive of, kids and families with additional needs within available resources and expertise.
- Provide clear transitional pathways for all kids, in conjunction with Little Lights Coordinator and Youth staff, ensuring smooth transition into Kids Church and then Youth.
- Encourage families to care and connect with each other and to welcome and include new families.

2. Lead & Support Teams

- Build, mobilise, train, and support volunteer teams for Mt Martha Kids Church, including Junior Leaders.
- Oversee the delivery of weekly Kids Church during school terms, including leading a fortnightly team and supporting the other fortnightly team.

3. Program Preparation & Administration

- Ensure preparation of weekly Kids Church programs, including curriculum and resource set-up for Sundays.
- Liaise with volunteers assisting with program preparation.
- Ensure sourcing of additional resources and shop for items as needed.
- Complete administration required for Sunday Kids Programs (including Church Database Groups, Attendance, Name Tags, Alerts, and Permissions), in conjunction with Little Lights Coordinator.

4. Organise Holiday & Special Events

- Coordinate family-friendly activities for Holiday Services in the 9:30am Mount Martha service, in conjunction with Little Lights Coordinator.

5. Adhere to Safe Ministry & Compliance

- Maintain safe environments for all Kids and Families Ministry activities in accordance with BUV policy and legal requirements.
- Implement Safe Church Awareness procedures together with Ministry and Admin staff.

GIFTS REQUIRED

Leadership, pastoral, teaching, training, and team building.

DESIRED COMPETENCIES

- Experienced team builder/mobiliser
- Love of people; relational
- Organisational and administrative skills
- Event management
- Stable work history containing experience in similar ministry leadership
- Competent in Microsoft Office
- Ability to use the church database (training provided)

TERMS OF APPOINTMENT

2 days per week (15.2hrs) including 3hrs on Sundays. 12-month contract following the satisfactory completion of a 3-month probation period.

REMUNERATION

60% of BUV Pastor's salary.