

BETHEL CHURCH
FAMILY MINISTRY COORDINATOR
(Major ministries: Teaching, shepherding, administration)
Staff position, currently held by:
Phoebe Cohoe
(Last reviewed: Jun 2017)

Title: Family Ministry Coordinator
Part-time, 10 hours (up to 15 if needed) per week

Reports to: The Family Pastor – Jamie Stinson

Job Description:

- Providing leadership, administrative assistance and vision to the UpStreet Program at Bethel
- Having a passion to see the UpStreet ministry flourish and deepen its impact on children and partnering with parents to help them win at home as they disciple their children
- Possessing strong administrative and organizational skills, being self-motivated, and having a desire to develop leadership skills.
- Providing volunteer training for our small group leaders in the UpStreet ministry

Responsibilities:

- Provide administrative support and creativity to all aspects of the UpStreet program
- Lead UpStreet program on Sunday morning
- Works with Family Pastor for special UpStreet and/or family events
- Works with Family Pastor in family experience initiatives (take home activities to help parents win at home, videos)
- Co-ordinate the purchase and assembly of resources for UpStreet and Waumba Land.
- Ensure all resources necessary for the execution of our Sunday UpStreet environment.
- Edit curriculum as required for UpStreet.
- Assist with recruitment and training of UpStreet volunteers.
- Meet up with Small Group Leaders once per semester.
- Direct and facilitate large group production programming
- Ensure a high quality standard in everything related to UpStreet
- Attending staff meetings and participating in staff-related activities/events/assignments

Qualifications:

- A desire to continue to develop and walk in an intimate relationship with God-Father, Son and Holy Spirit.

- A passionate heart to see children discover and draw closer to the heart of God
- Demonstrating enthusiasm to work alongside the Bethel Staff team
- A blend of big-picture and detail-oriented gifts.
- Confidence and ability to coach and lead a team of volunteers.
- Leadership experience in working with children and adults.
- Strong administrative skills

Personal Development:

- Weekly mentoring/coaching/vision-casting with Family Pastor and participating in leadership development opportunities
- Attending Leadership Summit in October with staff
- Attending staff activities

Salary and Expenses:

- 10 hours (up to 15) @ \$14.00/hr
- Expense account of \$500
- 4% vacation pay in lieu of vacation time
- Job begins September 1st 2017

CONTACT JAMIE STINSON – (613) 583-7491 OR JAMIESTINSON@ME.COM