

# Menai Baptist Church

<b>Title:</b>	<b>Kid's Ministry Coordinator</b>
<i>Commitment:</i>	<b>0.4 FTE – 2 days/week</b>
<i>Commencement Date:</i>	<b>Late January 2026</b> (exact date TBC with successful applicant)

RELATIONSHIPS	
<i>Directly Responsible to:</i>	Lead Pastor, MBC
<i>Accountability</i>	<p>Regular performance reviews to be conducted by the Lead Pastor and delegated others. Accountability is through the Lead Pastor to the Leadership Council and then to the Church membership.</p> <p>Annual through Lead Pastor</p>
<i>Key Internal Relationships</i>	<i>Key External Relationships</i>
Lead Pastor & Pastoral Team Leadership Council Children's Ministry Team Church Families/Parents Office Admin & Comms	Non-church parents of children attending MBC Community service providers (eg local Primary School exec. Teams) Denominational Reps in relevant positions
<i>Compliance with..</i>	Child Protection laws & Safe Church Practices

ROLE PURPOSE
<p>To coordinate and care for Children's Ministries at and on behalf of Menai Baptist Church by developing and overseeing strategies and programs that facilitates ministry to/with children up to Year 6, their families, and our community in line with the Mission and Vision of MBC.</p> <p>To see young people building their lives on Christ!</p>

## ROLE RESPONSIBILITIES

### 1. Pastoral Team Contribution

- Co-operate with, actively support, and encourage other Pastoral Team members, with a shared mission of implementing the ongoing Vision, Mission and Values of MBC

### 2. Discipleship (Internal Focus – Kids Church)

- Develop, implement, and oversee all facets of Kids Church to ensure regular effective functioning throughout school term and holiday periods.
- Lead the Kids Church team, while also identifying and developing new leaders.
- Prepare and maintain relevant budgets and resources.
- Develop and maintain effective communication channels to allow an efficient flow of information for Kid's Church and Frog Crew as well as other key children's ministries.
- Engage primarily with the Pastoral Team regarding opportunities for Children's Ministry (CM) involvement within Sunday services as well as other MBC ministries.
- Report regularly to the church and ensure regular attendees have opportunity to know how our children are being discipled.
- Support parents and carers within the church community helping them to disciple the children in their care.

### 3. Mission (External Focus – Playtime & Frog Crew Support)

- Develop, implement, and maintain focused programs targeting non-church children, most specifically through Playtime Ministry, as well as supporting the Frog Crew ministry (school years 4-6).
- Develop relationship with the parents and carers and seek transitional opportunities into our other Kids Ministry programs.
- Support the development of teams, programs and resources that enables community outreach for children and their families and supports church wide events (e.g. Carols, Easter, Christmas).
- Form part of the staff team responsible for running MBC's holiday kids' programs, most specifically and including Holiday Kids Crew (HKC).

### 4. WHS & Safe Churches

- Implement and maintain relevant Safe Church practices and policies for all CM programs.
- Manage WHS for all volunteers in CM programs.

## CAPABILITY PROFILE

<p><i>Skills</i></p>	<ul style="list-style-type: none"> <li>• Demonstrated ability to relate well to young people and to the families of young people specifically children preschool – Year 6</li> <li>• Demonstrated capability to teach age appropriately and address groups</li> <li>• Demonstrated ability as a “leader of leaders”</li> <li>• Demonstrated ability to communicate effectively with people from a wide variety of demographics and backgrounds</li> <li>• Ability to develop systems that foster the health and functionality of ministry teams</li> <li>• Demonstrated wisdom to function positively in a team context by displaying the fruits of the Spirit</li> <li>• Demonstrated competence with the Microsoft Office suite of applications (e.g. Word, Excel, PowerPoint), database applications (such as Elvanto, Access) and with Social Media</li> </ul>
<p><i>Competency</i></p>	<ul style="list-style-type: none"> <li>• Has completed or be willing to complete theological training at a diploma level or higher or have equivalent experience</li> <li>• Holds to the doctrines, beliefs, objects and values set forth in the Baptist Association NSW/ACT Constitution and MBC constitution.</li> <li>• Demonstrated knowledge of opportunities and challenges facing individuals and churches when engaging in God’s mission locally, regionally, and globally.</li> <li>• Experience working in children’s ministry</li> <li>• Experience working within a pastoral environment</li> <li>• Holds a current Senior First Aid certificate and current WWCC, as well as appropriate Child Protection training (or willing to undertake before commencing).</li> <li>• Has an awareness and understanding of the mental health challenges faced by children, and their families</li> </ul>
<p><i>Character &amp; Convictions</i></p>	<ul style="list-style-type: none"> <li>• A life that exemplifies a desire to know Christ more fully and intimately through a commitment to their own spiritual practices and a robust understanding of the Scriptures.</li> <li>• A life that models a commitment to community through deep relationships with both those outside a church context and those within, in particular for children and families.</li> <li>• A demonstrated passion for God’s Mission within the local community, across Australia and overseas</li> <li>• Models’ servant leadership</li> <li>• Actively pursues opportunities to learn and grow</li> <li>• Has a mature self-awareness as evidenced in relationships with others</li> <li>• Demonstrates the potential to relationally fit into the MBC team and to resonate with the MBC culture</li> <li>• Passion to work collaboratively with other churches and ministries.</li> <li>• Active in the local community (e.g. sports teams or service clubs), so as not to be solely connected with other Christians.</li> </ul>