

## **Hamilton Ancaster/Hamilton Mountain Kidmax Coordinator**

Contract through December 31<sup>st</sup> 2021

10 hours a week, including Sunday mornings

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### **About The Meeting House**

We feel God is calling us into a new vision: *Introducing spiritually curious people to the Jesus-centred life through a movement of Jesus-centred churches.* What does that mean? Through our Meeting House parishes and expressions across Southern Ontario and the Jesus Collective network, our desire is to honour God by proclaiming the irreligious message of Jesus and fostering loving communities of fully committed Christ-followers in a way that makes sense for that local context. We are all about Jesus first, which we believe results in our values of peace, simplicity, community, and mission. We are reimagining what it would look like to be a church that is fully activated for mission and engaging the spiritually curious around us. We are committed to evangelism and kingdom growth within our existing footprint and uniting with other Jesus-centred churches to amplify our Kingdom impact beyond our footprint in ways we have not imagined before. We need people who share excitement about this spirit-led vision and want to contribute their gifts, skills, expertise, and heart to this transformation! Check out our website for more details: [www.themeetinghouse.com](http://www.themeetinghouse.com).

### **Role**

This Kidmax Coordinator provides pastoral and administrative leadership for the kids ministry in both Hamilton Ancaster and Hamilton Mountain. The Kidmax Coordinator understands that our Kidmax ministry is about discipling children, and the most effective way to do that is to equip and empower volunteer leaders to provide engaging and meaningful teaching and activities for children to learn about a life changing relationship with Jesus. The focus of this role includes Sunday mornings (Hamilton Ancaster and Hamilton Mountain are doing combined in person Sunday gatherings), online connections, equipping volunteers, and resourcing/supporting families through the week.,

### **Requirements**

- Exemplify the leadership character qualities listed in 1 Timothy 3:1-7 and Galatians 5:22-23
- Aligned with the message, mission and ministry strategy of The Meeting House
- Spiritual maturity to support the growth of a vibrant family ministry
- Excellent organizational and relational skills with a track record of developing volunteer leaders and teams
- Ability to work independently, proactively, and flexibly
- Significant experience with MS Office (Word and Excel) and Google Docs; experience in Planning Center and Fellowship One an asset

### **Responsibilities**

- Working through leaders, and with support from the Lead Pastors, give oversight to all aspects of the children's ministry for these two parishes – both for in person Sunday mornings and provide meaningful online connections (once or twice a month)
- Communicate each week to volunteers in a way that reminds them the importance of their role in discipleship, as well as communicate necessary details
- Oversee all aspects of volunteer management including recruitment, training, schedules and support
- Intentionally invest in an equipping/mentoring relationship with key leaders
- Develop a team of coaches and small group leaders to ensure all regularly attending children are assigned to and involved in a healthy small group experience



- Ensure all volunteer security clearances are complete and up to date and that there is full compliance to our Plan to Protect Policy
- Stay connected to families that opt to stay online through email check in and support for curriculum subscription boxes
- Submit updates to the volunteer roster monthly
- Maintain an inviting, well organized, properly stocked environment
- Provide primary point leadership for the team throughout Sunday morning services
- Actively engage in cross-regional Kidmax initiatives and providing timely input/feedback
- Ensure proactive and regular communication with Lead Pastor and the parish leadership team, including attending relevant meetings
- Ensure the thorough implementation of the curriculum with overall Kidmax strategic initiatives
- Other responsibilities as needed

### **Relationships**

Reports to:                      Lead Pastor

Priorities based on an average work time of approximately 10 hours per week:

Sunday mornings	4 hours
Meetings (one-on-ones, Lead Pastor check-ins, parish-wide, etc.)	2 hours
Administration, email, phone calls and planning	3 hours

Hour allocation is strictly an approximation and should be used as a guide for time management rather than the letter of the law. Some weeks will involve more hours while others will prove to be lighter.

### **What We Offer**

You will lead and work alongside amazing people in our community who love Jesus and are learning to put into practice what it means to follow Him. You will join a staff team who genuinely care for each other, love what they do and strive to work to the best of their abilities. None of us are superstars; we just try to authentically follow Jesus together. We are a fast-paced organization and are willing to try new things and experiment if we think something else will be more effective. We often fail first before finding what works best

### **Hiring Statement**

We believe that the body of Christ is unified when each of us is encouraged, recognized, and able to serve out of our gifts, and that the church is at its best when church leadership represents the communities in which we serve. At The Meeting House, we want to do better. We strongly encourage women and men, and people of all ethnicities and abilities who love Jesus and are aligned with our vision and values, to consider applying for a staff role.

We strive to achieve equality in the workplace, which means no one will be denied employment opportunities or benefits for reasons unrelated to fit for a role. We also understand employment equity means more than treating individuals in the same way but requires special measures and the accommodation of differences. In this way, we are following Jesus in our hiring practices to create a diverse and inclusive workplace reflecting the body of Christ.