

FRIENDSHIP COMMUNITY CHURCH
invites application for the position of
CHILDREN'S MINISTRY DIRECTOR

Saanichton,
January 2012

We are located on the Saanich Peninsula near Victoria on Vancouver Island with an average Sunday attendance of close to 300 and a multiple staff. We are affiliated with the Baptist General Conference of Canada. Our goal is to have a children's ministry director by May of this year.

The position is full-time with benefits. Salary is dependent on relevant experience and education.

RESPONSIBILITIES

The successful applicant will be responsible for the administration of all of the church's children programs for children aged 3 through to Grade 5, including organizing the volunteers necessary to help to manage and teach these programs. A full job description is available on request.

QUALIFICATIONS

- Be a committed Christian and be spiritually astute.
- Have a heart for children and enjoy working with them.
- Have a sound working knowledge of Microsoft Word and Outlook, and have experience using Microsoft Excel and Publisher.
- Have solid administrative skills and enjoy planning, organizing and recruiting volunteers.
- Have previous administrative experience.
- Have previous experience working with children.
- Be highly self-motivated and able to work independently.
- Be able to work on a team and not get upset easily.
- Be personable and also have the ability to be discreet when dealing with sensitive issues.
- Complete a criminal record check.
- Be a member of Friendship Community Church or agree to become a member (this assumes that the person is familiar and in agreement with the church's statement of faith and membership covenant)

POTENTIAL ASSETS

- Have previous experience or training in Christian Education.
- Have previous experience in leading worship or be musically gifted.
- Have previous experience in planning and organizing large events.
- Live in the greater Victoria area.

Potential candidates are encouraged to send a resume and covering letter to:
office@friendshipcommunity.ca, subject: search committee, on or before April 14, 2012.