

Family Ministry Coordinator and Church Administrator

Riverdale Baptist Church (RBC) is a diverse, multi-cultural, and multi-generational church family in Whitehorse, YT with a congregation of 200 including approximately 40 youth under age 16 and weekly Sunday worship of 120 people. Our motto is “First, we will serve” and we seek to faithfully serve God, each other, and our community.

We are looking for an individual to help oversee our family ministries which includes equipping and supporting parents as they nurture their children in Christian faith, providing leadership and co-ordination to our children and youth ministries, and connecting the wider community to our family ministries. The successful applicant should have a caring heart, be passionate about building relationships, have the skills to develop a team of volunteers and have excellent communication and organizational skills.

Qualifications:

- A disciple and follower of Jesus Christ
- A heart and passion for children, youth, and families
- Able to communicate effectively across ages and cultures and platforms.
- Organizational and administrative abilities
- Agrees with, and can uphold the mission, vision, and statement of faith of RBC
- A criminal record check and completion of our Safe Ministry Training is required
- Experience with church service presentation software and webpages / social media would be an asset
- Education and previous experience in children or youth ministry or related field is preferred

Ministry Coordinator Responsibilities (10-15 hours a week)

- Promote and organize intergenerational activities, both within RBC and the community
- Recruit, support and develop a team of volunteers for Sunday School and youth group
- Develop programming that strengthens relationships and joy within our community
- Research and develop resources to equip parents for discipling
- Help the pastor and leadership to implement the children and youth ministry vision (developed from a resource: Create & Cultivate space for the next generation)
- Adhere to, maintain, and promote safe ministries protocols and policies
- Ensure volunteers are screened and trained well
- Maintain good communication with members and staff, including meeting with the pastor on a regular basis
- Flexibility to work on Sundays and attend occasional evening or weekend events
- Other duties as deemed necessary

Church Administrator Responsibilities (15-20 hours a week)

- Provides administrative support to the pastoral staff and deacons
- Facilitates all church communication (e.g. emails, bulletins, church website, newsletters, presentation slides)
- Assists in scheduling and coordinating volunteers
- Performs clerical and financial activities according to established procedures
- Organizes preparations for business meetings
- Manages and coordinates church bookings
- Responsible for ordering/purchasing supplies and maintaining equipment
- Responsible for building maintenance and coordinates repairs and projects with Building Committee
- Handles all incoming/outgoing mails/deliveries according to procedures
- Other duties as deemed necessary

Timeframe: 30 hours a week (part-time), Sunday worship included

Compensation: \$25 to \$33 per hour, depending on experience

Reporting to: Pastor

Start date: As soon as possible

To apply, please send resume and cover letter to moderator@rbchurch.ca.