

## St. Ninian's Church

### Responsible Ministry: Screening in Faith

#### Children's Ministry Superintendent Ministry Description

Position Risk Assessment: High

Term of Office: 1 year, renewable - appointed by Incumbent at Vestry

Supervision and Support: Reports to: Incumbent  
Staff Liaison (if different from above): Christian Ed. Committee Co-ordinator  
Committee/Board responsible for this ministry: Christian Education Committee

Purpose: To co-ordinate the Children's Ministry within both services

Population(s) served: Children under the age of 14

Skills & Qualifications:

- needs some training and/or experience working with Children
- good skills in leadership, communication, and organization are required
- have the ability to enable and motivate others
- First Aid Certificate is an asset
- position requires a Police Records Check

Spiritual Gifts Recommended:

- leadership
- organization
- teaching
- service

Training Provided:

- seasonal training sessions are available
- Diocesan Sexual Misconduct training every 3 years

Meeting Date & Time:

- the Superintendent should be available on Sunday mornings
- occasional planning meetings with the Sunday School Teachers & Assistants

Time Commitment Involved:

- 4 - 5 hours per week

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Description of Duties / Responsibilities:

- responsible for ordering the curriculum for all classes
- oversee the classes, co-ordinate the teachers, and recruit volunteers gifted in the area of Children's Ministry
- special events e.g.: Church picnics, Christmas pageant, must be planned and co-ordinated.
- motivate, train, and encourage volunteers, remembering to be thankful for their service
- responsible for the day-to-day running and the spirit or environment of the Children's Ministry
- it is important to liaison with the Rector
- responsible for interviewing Sunday School Teachers and Assistants and completing the appropriate section on the Responsible Ministry: Screening in Faith Checklist

Limits of the Position:

- comply with the Responsible Ministry: Screening in Faith Policy, completing the "One-on-One Record Form" where applicable
- if meetings / outing are planned for locations other than the church property, the "Parent / Guardian Consent Form" must be completed

Benefits & Opportunities:

- seeing the spiritual growth in children as they develop a relationship with God through prayer, activities, action and song
- to build warm and close relationships with the children and youth of our parish
- to develop strong relationships with the teaching staff
- learn more about the Bible

*Office Instructions: Provide a copy of this position description to the applicant. Place a copy in the applicant's file in a locked filing cabinet. Record the completion of this step on the applicant's Screening Checklist.*

Rev. November 26, 2003