

2. Competencies (Skills, Knowledge, Abilities, Training)

- Display a high level of trust, discretion, and accountability working in a ministry capacity with vulnerable aged people
- Embrace a holistic understanding of the many facets of a healthy ministry
- Ability to grow the CLA church identity, along with developing other aspects of CLA ministries, with vision, and a strategic plan
- Strong leadership skills to recruit, equip, and encourage a healthy volunteer team
- Excellent administrative skills including systems, communication, and computer skills

3. Commitment

- Committed and mature follower of Jesus Christ in agreement with the doctrines of the Pentecostal Assemblies of Canada Statement of Essential Truths
- Serve as an ambassador for Christian Life Assembly; committed to living and promoting our Mission, Vision, Values, and Culture.

KEY CONTACTS/RELATIONSHIPS:

1. **Internal:** Lead Pastor, Ministry Coordinators, and Department Volunteers
2. **External:** Congregants, Suppliers, and Community Services

POSITIONAL AUTHORITIES:

1. **Expense:** Eligible for a ministry related expense reimbursement up to \$100 with discretion unless pre-approved by Lead Pastor
2. **Custody:** Master key holder, Office key holder

3. Systems: Access for social media and website accounts, email and creative software, criminal record checks, alarm company

KEY MANDATED RESPONSIBILITIES:

- Family **ministry development**
 - Cast vision and mission to grow CLA Family Ministry
 - Further enhance and strengthen CLA branding, systems, and curriculum
 - Develop a strategic plan to ensure the kids ministry will continue to meet the growing needs of CLA
 - Develop relationships with families and continually be innovative to start new Family ministries

- Provide **team leadership** to the family ministry
 - Recruit new individuals to join the team
 - Shepherd the volunteer leaders by providing care, encouragement, and relational connection
 - Train and equip new and existing volunteers
 - Strong communication involving volunteer expectations and direction of the ministry

- Provide **practical and administrative** leadership to the family ministry
 - Prepare and manage kids ministry and volunteer schedules using effective means
 - Ensure curriculum and supplies are adequately prepared for each respective classroom and age group
 - Ensure Plan to Protect policies are followed
 - Process Criminal Record checks and follow up on references for new volunteers
 - Ensure weekly sign-in and systems are in place and running smoothly

- Develop new **internship program** to create leadership stream for CLA
 - Explore and develop a working internship program for individuals interested in learning about ministry
 - Discover effective way to recruit and advertise internship program
 - Bring on-going leadership to internship program
 - Process Criminal Record checks and follow up on references for new interns

KEY PERFORMANCE EXPECTATIONS & GOALS:

- Participate in weekly worship gathering as well as office and flex time during the week
- Ensure all aspects of Sunday CLA Ministry is carried out in the most excellent way possible
- Ensure Plan to Protect policies are being followed to help guarantee the safety of all children and families while they are at CLA
- Recruit new volunteer leaders and strengthen the current team
- Develop a long term strategic plan for kids ministry at CLA including volunteer development and expanding into more classes with distinct age groups
- Communicate with the lead pastor on ways we can be more effective
- Support the leadership of CLA by providing helpful follow-ups and information
- Participate in young families ministry initiatives
- Serve as a pastoral leader in the church, participating in other areas and supporting other team members
- Take care of your spiritual life and personal life to ensure you are healthy for church ministry
- Serve as an influencer in the overall ministry of CLA. Display a care, concern, and willingness to see our church community grow in health and strength. Having a servant attitude and willingness to help

Annual Acknowledgement:

Employee

Supervisor

Date