

# Family Ministry Coordinator (Part-Time, 20 hours/week)

**Reports to:** Lead Pastor

**Church:** The Point Church alongside the CNBC WestCoast

**Position Type:** Part-time (20 hours/week); 3 year Contract

## Purpose

The Family Ministry Coordinator helps children, students, and parents KNOW Christ, GROW in their faith as they grow up, GO in the power of the Holy Spirit, and SHOW the love of God wherever they go. This role focuses on creating a unified, biblical Christ-centred discipleship pathway from birth through young adulthood. This role builds a ministry culture that partners with parents, equips volunteers, and integrates the next generation into the life of the whole church.

## Key Responsibilities

### 1. Ministry Leadership & Oversight (35%)

- Provide spiritual and administrative leadership on Sunday mornings for children (Nursery through Grade 6) and support for students (Grades 7-12), when applicable.
- Recruit, train, and support ministry volunteers and leaders, ensuring alignment with the church's mission and vision and CNBC theological convictions.
- Develop a yearly calendar of ministry events, classes, and family connection opportunities.
- Maintain clear communication and collaboration with the Lead Pastor and church leadership team.

### 2. Next-Generation Discipleship & Teaching (20%)

- Oversee age-appropriate Bible-based teaching and curriculum (e.g., The Gospel Project, Orange, or similar).
- Ensure each ministry environment is safe, welcoming, and centred on the gospel.
- Equip parents with tools and resources to disciple their children in the home.
- Encourage intergenerational relationships within the church family.

### 3. Administration & Organization (20%)

- Schedule volunteers and maintain ministry safety plans, including Plan to Protect or equivalent screening and training.
- Manage supplies, room setup, check-in/check-out systems, and budgets.
- Ensure compliance with church insurance and CNBC policies regarding safety and child protection.

### 4. Family Engagement & Community Outreach (15%)

- Plan and coordinate family-focused events (e.g., Parents Night Out, parenting workshops, family service projects).

- Communicate regularly with families through newsletters, announcements, and social media.
- Foster a welcoming environment for new families and guests.

#### **5. Collaboration & Church Integration (10%)**

- Partner with Lead Pastor and ministry leaders to integrate children and families into the larger life of the church (Family Sundays, worship, outreach, discipleship).
  - Participate in staff meetings, leadership team meetings, and church-wide events as appropriate.
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### **Qualifications**

- A growing, personal relationship with Jesus Christ, demonstrated by love for Scripture, prayer, and participation in church community.
  - Agreement to the [Mission and Vision of The Point](#); become a covenant church member of The Point.
  - Agreement with the [CNBC Statement of Faith](#) and commitment to its mission.
  - Experience serving or leading in children's, student, or family ministry (volunteer or paid).
  - Strong organizational and communication skills.
  - Ability to recruit, equip, and encourage volunteers.
  - Team-oriented, flexible, and able to work under supervision and in collaboration.
  - Spiritual giftings in: Administration, Leadership, Teaching, Encouragement, or Hospitality will be an asset
  - Provide Police Information Check including Vulnerable Sector Check
  - First Aid & CPR
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### **Work Schedule**

- 20 hours per week (flexible schedule including Sundays and one or two midweek days).
  - Occasional special events (e.g., retreats, VBS, kids camps, family nights).
  - 10 days vacation days with supervisor approval; Expected attendance for seasonal events (ie: kids camps; easter)
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### **Compensation**

- \$28,000 annual salary
  - Contribution to CPP/EI
  - Includes professional development support and ministry training opportunities.
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To apply please send a Cover Letter and Resume to [rachel@pointchurch.ca](mailto:rachel@pointchurch.ca).  
Applications open until March 15th, 2026.