



CALVIN PRESBYTERIAN CHURCH, KITCHENER

PROGRAM COORDINATOR - JOB DESCRIPTION

JOB TITLE: Program Coordinator

SCOPE OF POSITION: The position of Program Coordinator at Calvin Presbyterian Church is a key individual who, works with the Minister, the Christian Education committee, Mission and Stewardship committee, and Worship committee (attends monthly CE committee meetings and other committees as needed).

REPORTING RELATIONSHIPS: This position reports on a regular basis to the Minister and on a monthly basis to Session through the Christian Education committee of Calvin Church.

WORKING RELATIONSHIPS:

- The position works closely with the Minister, Christian Education, Mission and Stewardship, Worship committee and Program Volunteers to ensure a cohesive approach to all programs coordinated within the Church. Program delivery will include teachers, parents, external resources/organizations and all members and adherents.

DUTIES and RESPONSIBILITIES:

- Review Sunday school structure, educational curricula, children's library and resources in conjunction with the Christian Education (CE) committee. Ensure that all teachers and supplies are in place as needed including co-ordination of Hall Monitors and nursery personnel.

- Will Chair the Leading with Care Committee, and ensure compliance with Presbyterian Church of Canada Policy on Leading with Care for ALL program volunteers, in coordination with Office Administrator.
- Document practices and procedures for programs and special events in electronic files.
- Inform Calvin community of programs and volunteer opportunities.
- Support Committees (CE, Mission and Stewardship and Worship) and Program Volunteers in developing and implementing programs.
- Plan and recommend annual CE budget requirements to CE committee and provide required submission for the Annual Report.
- Plan and coordinate an annual learning opportunity (one day conference) open to all Calvin members (adults and youth) and community.
- Lead, plan and coordinate annual Vacation Bible School.
- Lead, plan and coordinate annual Christmas Pageant.
- Support fund raising events as required (i.e., Youth BBQ's, etc.).
- Be present on Sunday mornings (9:45 a.m. – 12:15 p.m.) in order to participate in the worship service as agreed upon with the Minister, to be involved in Sunday school as appropriate, and facilitate Sunday story time with children.
- Promote and facilitate faith opportunities for children and youth at Presbytery, Synod and National levels (i.e., summer camps, youth events, Presbyterian Young People's Society, etc.).
- Ensure compliance with all copyright protected material.
- Institutes regular office hours.
- Participates in weekly staff meeting.

The successful candidate shall, in serving the congregation of Calvin Presbyterian Church and carrying out the responsibilities listed above; espouse the tenets and beliefs of the Presbyterian Church in Canada and of this congregation.

COMPETENCIES & REQUIREMENTS:

- The successful candidate will be an innovative thinker, enthusiastic in their work and be able to work with minimal supervision, work well with others. As this person often represents “Calvin” with members and guests, strong interpersonal skills are important.
- The successful candidate will have excellent English communication skills both verbal and written, and have proficient computer skills.
- A Christian role model that leads by example and demonstrates leadership within the congregation.
- Preference in employment will be given to a candidate who has a personal faith consistent with the theology of the Presbyterian Church in Canada and is familiar with the Presbyterian Church policy and history.
- University and/or College Education preferred.
- The candidate will be willing to take professional development courses which would be pertinent to the role.

Forward resume to: alexmcDougall@calvinchurch.ca

by March 19, 2020.