

ST. GILES' PRESBYTERIAN CHURCH – PRINCE GEORGE, BC

FAMILY MINISTRY COORDINATOR 2025

The Vision at St. Giles'

"We at St. Giles' value each other as brothers and sisters in Christ and endeavour to make our church a place where those of all ages build meaningful relationships with God and with one another through worship, sound biblical teaching and fellowship. We seek to grow as God's family by working together to serve our local community and the wider world in practical ways."

One of our core values at St. Giles' is ensuring that children and students are valued, welcomed and involved in ministry. The role of **Family Ministry Coordinator (FMC)** is part of our intentionality in fulfilling that value, in addition to fostering the faith and spiritual development of the families in the congregation.

Who are we looking for?

- Someone to help **foster the faith** in our children and families. We long to see our children develop ownership of their personal faith.
- Someone to help equip families to **live out their faith** in their daily lives.
- Someone to facilitate **opportunities** for children/youth/families to participate in ministry.
- Someone to foster intergenerational relationships within the congregation (e.g. mentoring relationships between students and adults.)
- Someone to find and equip volunteers to fulfill roles to supplement this ministry. The task of Family Ministry is too great for any one individual to accomplish on his or her own, so recruiting and equipping is essential.

Primary Duties:

- Specifically provide support for new and current families in the congregation; encouraging them and providing resources to develop family focused practices that lead all members to grow in their faith.
- Provide leadership in faith and spiritual development for families to grow as passionate followers of Christ.
- Recruit, equip, train, encourage and supervise volunteers to lead or assist in areas of responsibilities that specifically include Sunday school and childcare for Sunday nursery and special meetings and events.
- Organize and recruit volunteers to provide events in order to help families connect with other age demographics in the congregation thereby fostering intergenerational relationships within St. Giles' community.

- Identify to the Minister(s) and Session any spiritual, psychological, relationship or physical needs with individuals or families requiring attention from the church leadership.
- Work together with the church leadership team (Minister(s), Administration and Communications Assistant) to coordinate activities in the life of the church.
- Engage in regular staff planning meetings upon the request of the Minister(s).
- Provide in-person or written reports to Session upon request.
- Ensure familiarity with Health and Safety requirements related to volunteer recruitment and planned activities. This includes the following policies of the Presbyterian Church in Canada: Leading with Care; Dealing with Sexual Abuse and Sexual Harassment; and Addressing Harassment.
- Acquire BC Foodsafe training and certification. Provide supervision and direction to volunteers regarding safe preparation and serving of food during church events.
- Attend St. Giles' worship services and participate in church activities.
- Other duties as required.

Qualifications:

- A written personal statement of faith.
- A team player that is willing to share ideas and listen to others, and with the leadership team, implements the vision of the church.
- Preferred training and/or experience related to family ministry.
- Preferred completion of or studying to complete post-secondary education.
- Ability to manage time and workflow independently.
- Competence in the area of general computer skills and programs (e.g. Word, Power Point, Excel, etc.)
- Familiarity with and willingness to use current social media.
- Submit to a Criminal Record Check.

Terms of Employment:

- Employment contract for the period of one year with the possibility of extensions. Start date negotiable.
- Reports directly to the Minister(s).
- Flexible work hours to be determined in consultation with the Minister(s) and in compliance with planned priorities.
- Hours of work to be based on an average of 80 hours per month for a total of 960 hours per year and recognizing there will be variability during the year due to church priorities and scheduled time off.
- Compensated at a salary of \$2400 per month (based on \$30 per hour) plus 4% vacation pay (paid monthly – total \$2496). Employment Insurance, Canada Pension and Income Tax will be deducted at required rates. Compensation will be reviewed annually prior to the next budget year.

- Eligible for compensation to a maximum of \$500 per year for incidental expenses related to duties of the position, with receipts submitted for reimbursement.
- Eligible for \$500 per year for continuing education (e.g. course fees, books, etc.) subject to approval of the Minister(s) and Session. Receipts to be submitted for reimbursement.
- Either the Family Ministry Coordinator or the Session of St. Giles' Presbyterian Church, Prince George shall give one month's written notice with reasons should either party wish the working relationship to be discontinued.

July 2025