

Children's Ministry – Support Program Coordinator (Part-Time – 10 Hours/Week)

Job Description

Position Summary

The Children's Ministry **Support Program** Coordinator is responsible for developing, leading, and overseeing Cornerstone Baptist Church's (CBC) Support Program Ministry within the Children's Ministry. The Coordinator's primary objective is to ensure that children with physical, developmental, behavioural, emotional, and learning differences are welcomed, included, and supported in a safe and Christ-centred environment while enabling families to fully participate in the life of the church.

This role provides leadership to volunteers, partners with parents, develops individualized support plans where appropriate, and works collaboratively with Children's Ministry staff to create an inclusive ministry that reflects the love of Christ.

The position is approximately 10 hours per week, including Sunday morning ministry responsibilities.

Reporting Structure

The Children's Ministry Support Program Coordinator reports directly to the Children's Ministry Director (or designate) and works collaboratively with all Children's Ministry staff, pastoral staff, volunteers, and parents.

Primary Responsibilities

1. Support Program Ministry Leadership

- Develop, oversee, and continually improve CBC's Support Program Ministry.
- Create a welcoming and inclusive ministry environment for children with additional support needs.
- Develop ministry goals, annual plans, and recommendations for future growth.
- Research and implement best practices in support ministry.
- Evaluate ministry effectiveness and recommend improvements.

2. Individual Child Support

- Meet with parents to better understand each child's unique strengths, challenges, and support requirements.
- Develop individualized support plans where appropriate.
- Maintain confidential records regarding accommodations and ministry supports.

- Ensure children's needs are communicated appropriately to ministry volunteers while maintaining confidentiality.
- Assist with transitions between classrooms when required.

3. Volunteer Recruitment, Training & Support

- Recruit, equip, schedule, and encourage volunteers serving within the Support Program Ministry.
- Develop orientation materials and ministry procedures.
- Provide ongoing coaching and mentorship for volunteers.
- Ensure volunteers understand safety procedures and ministry expectations.
- Foster a ministry culture of patience, compassion, flexibility, and excellence.

4. Sunday Morning Ministry Oversight

- Be present during Sunday morning programming – regularity to be confirmed.
- Provide leadership and support to volunteers.
- Respond to situations requiring additional assistance.
- Assist with behavioural, sensory, or emotional needs as required.
- Help integrate children into existing classroom environments whenever appropriate.
- Ensure classrooms have the resources necessary to support participating children.

5. Ministry Planning & Resources

- Develop sensory supports, visual schedules, communication tools, and other ministry resources.
- Recommend curriculum adaptations when appropriate.
- Coordinate the purchase and maintenance of ministry resources and equipment.
- Assist with classroom layouts that promote successful participation.

6. Family Care & Communication

- Build trusting relationships with families.
- Serve as the primary contact for families whose children require additional support.
- Communicate regularly with parents regarding successes, concerns, and ministry opportunities.
- Assist new families through the intake and integration process.

7. Safety & Risk Management

- Ensure ministry practices comply with CBC policies.
- Assist in implementing Plan to Protect standards and other child protection policies.

- Help develop emergency response procedures specific to children requiring additional assistance.
- Maintain appropriate confidentiality regarding children and families.

8. Ministry Collaboration

- Work closely with Children's Ministry staff to ensure inclusive programming.
- Participate in staff meetings as requested.
- Collaborate with pastoral staff regarding family care needs.
- Assist with seasonal events including VBS, Christmas programs, Easter events, and family ministry initiatives.

Qualifications

Education & Experience

Preference will be given to candidates with experience in one or more of the following:

- Child and Youth Care
- Educational Assistant
- Early Childhood Education
- Developmental Services Worker
- Behavioural Sciences
- Autism and Behavioural Intervention
- Occupational Therapy Assistant
- Children's Ministry leadership
- Special Education
- Equivalent ministry or professional experience

Experience supporting children with autism spectrum disorder, ADHD, developmental disabilities, anxiety disorders, sensory processing differences, or other exceptionalities is considered an asset.

Knowledge & Skills

The successful candidate will demonstrate:

- A growing and vibrant Christian faith.
- A heart for children and families affected by disability.
- Strong interpersonal and communication skills.
- Compassion balanced with appropriate leadership.
- Excellent organizational skills.
- Ability to remain calm during challenging situations.
- Strong problem-solving abilities.
- Ability to recruit, lead, and encourage volunteers.

- Ability to maintain confidentiality.
 - Flexibility and adaptability.
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Ministry Expectations

The successful candidate will:

- Affirm and support the Statement of Faith of CBC.
 - Demonstrate Christian character consistent with biblical leadership.
 - Be committed to serving families with grace, dignity, and respect.
 - Successfully complete a Police Vulnerable Sector Check.
 - Complete all required child protection training and Plan to Protect requirements.
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Working Hours

Approximately **10 hours per week**, including:

- Sunday morning ministry (as required)
- Volunteer coordination
- Parent meetings
- Planning and preparation
- Staff meetings as required
- Occasional evenings for volunteer training or ministry events

Scheduling will remain flexible depending on ministry needs.

Key Outcomes

Success in this role will be demonstrated by:

- Children with additional support needs are successfully integrated into Children's Ministry.
- Families feel welcomed, valued, and supported.
- Volunteers are equipped, confident, and adequately trained.
- Ministry resources and individualized support plans remain current.
- Safe ministry practices are consistently maintained.
- The Support Program Ministry continues to grow in quality, effectiveness, and capacity.