



Elementary Programmer

June 2026 – September 2027

Hours: 20 hours per week

Reports to: Family Director

Ministry teams: Family Ministries

Purpose:

The Elementary Programmer:

- Will sense a God-given calling to a vocation of Christian ministry, in agreement with God's purpose for the local church in the world.
- Will serve the purposes and the goals of the Family Ministries Team.
- Has primary responsibility to ensure the vision, philosophy, strategy and core values of TMP are reflected and supported within our elementary environments.
- Will lead and provide spiritual care to students in grades 1-4.

Ministry (55%)

- Set a clear direction for curriculum and scheduling of creative programming.
- Oversee the development of teams of volunteers to teach the Bible creatively and relevantly so that children can begin to learn and experience that they are loved and valued by God.
- Prepare and provide props, crafts, and other materials that relate to our curriculum.
- Provide regular, timely and professional communication to inspire, equip, and involve parents (monthly emails).
- Evaluate ministry activity together with the Family Director.
- Be a visible, purposeful, available, and relational presence to our faith community and our world, as a representative of The Meeting Place.
- Support the larger church community, including participation in 'All Hands on Deck' events.
- Complete other duties as assigned by the Family Director.

Mentoring/Coaching (15%)

- Equip, empower and encourage volunteers, including Teachers, Small Group Leaders, Support Leaders, and Tech Team members.

Administration (20%)

- Email communication, scheduling of volunteers, preparing agendas, etc., for teams you lead.
- Manage the elementary kids’ budget in partnership with the Family Director.
- Ensure MBCM Safe Places Policy is adhered to, including tracking attendance, appropriate leader ratios, and volunteer applications (interviews, references, criminal record and vulnerable sector checks).
- Oversee midweek office volunteers for our elementary ministry.
- Work with the congregational database for check-ins, scheduling volunteers, and booking ministry events.

Personal Spiritual Development (10%)

- Regular meetings with the Family Director and other spiritual mentors to receive care
- Attend all staff prayer meetings, staff retreats, and staff events.
- Invest in self-leadership through reading, spiritual retreats, conferences, professional development, and online resources.

Mission

Our mission at TMP is to be a biblically functioning community, leading people to become fully devoted followers of Jesus Christ. I will commit myself to this mission and to God, the congregation and our neighbours. I will grow in self-awareness, remain teachable, commit to my team and co-workers, and exercise servant leadership. I will champion the vision of TMP with staff, students, volunteers and the congregation. My actions will exemplify integrity, service, commitment and excellence. I will adhere to the Confessions of Faith of the Canadian Conference of Mennonite Brethren Churches.

Employee Signature: _____ Date: _____

Lead Pastor Signature: _____ Date: _____