

POSITION PROFILE

Position: Interim Family Ministry Coordinator

Employment: Part-time, approximately 8–15 hours per week

Location: Albright Church, 415 Maxwell King Drive, East St. Paul, Manitoba

Reports to: Lead Pastor

Works in collaboration with: Albright staff, Family ministry volunteer leaders, teachers and other ministry volunteers

MINISTRY VISION/PURPOSE

The vision of Family Ministry at Albright Church is to see parents thrive in their role as the primary faith builders in their children's lives.

The interim Family Ministry Coordinator provides day-to-day coordination and leadership for Albright's Family ministry, working with staff and volunteers to ensure that this Ministry is organized, prepared and effectively carried out.

The Coordinator's primary role is to **equip, empower and coordinate volunteers**, enabling the ministry to function through the gifts and leadership of the whole team. The Coordinator also serves as an advocate for Family ministry to the Lead Pastor by identifying needs and opportunities, developing recommendations, and helping the ministry remain aligned with the mission, vision and values of Albright Church.

This is a temporary, fixed-term contract position to provide medical leave coverage, with an anticipated end date of June 30, 2027, which may be shortened or extended based on the needs of the church and the return timeline of the Family Ministry Director. During this transitional season, while the Family Ministry Director is away, the Coordinator will provide increased day-to-day leadership for Family ministry while remaining accountable to the Lead Pastor.

The position will normally require approximately 8–15 hours per week, with flexibility according to ministry needs. The Coordinator and Lead Pastor will communicate regularly regarding workload, priorities and the appropriate use of staff and volunteer resources.

KEY RESPONSIBILITIES

Family Ministry Coordination

- Ensure that everything needed for Sunday programming is prepared and ready, working with volunteers who are responsible for specific areas.
- Serve as the primary point of contact for Family ministry on Sunday mornings, ensuring appropriate coverage is in place when unavailable.
- Coordinate curriculum implementation, ensuring teachers have the resources, information and support needed to prepare and serve effectively.

Volunteer Leadership and Family Engagement

- Recruit, equip and encourage Family ministry volunteers, supporting a healthy team in which people are empowered to serve according to their gifts.
- Work collaboratively with volunteer leaders, supporting them in their areas of responsibility and helping address gaps or challenges that arise.
- Serve as the primary point of communication for Family ministry with parents and families.
- Encourage family engagement with the church's Family ministry resources.
- Address ministry concerns appropriately, following established church policies and involving pastoral leadership when necessary.

Ministry Leadership and Development

- Serve as the primary advocate for Family ministry to the Lead Pastor and staff.
- Identify gaps, challenges and opportunities within Family ministry; consider possible solutions, bringing options and recommendations to the Lead Pastor.
- Help evaluate and improve Family ministry programs, systems and practices while maintaining alignment with Albright's mission, vision and values.
- Participate with staff in long range ministry planning process.
- Contribute to family ministry events and other ministry opportunities as appropriate.

Administration and Stewardship

- Maintain effective systems for communication, planning, curriculum, Sunday preparation and other recurring ministry responsibilities.
- Ensure that ministry responsibilities and commitments are followed through in a timely manner.
- Work collaboratively with staff and volunteers to use time, resources and responsibilities effectively.

- Manage the approved Family ministry budget within established Albright Church policies and procedures.
- Communicate regularly with the Lead Pastor regarding ministry progress, challenges, needs and opportunities.

QUALIFICATIONS AND EXPERIENCE

The successful candidate will demonstrate:

- A dynamic relationship with Jesus Christ and a desire to see children and families grow in their relationship with Him.
- A deep love for children and a desire to see parents equipped as the primary faith builders in their homes.
- Strong administrative and organizational skills, including the ability to manage details, establish effective systems, and follow through reliably.
- Initiative and the ability to anticipate needs and take appropriate action independently.
- The ability to identify problems and opportunities, develop thoughtful solutions and make recommendations to leadership.
- Strong relational and communication skills with children, parents, volunteers and staff.
- The ability to recruit, equip, encourage and empower volunteers.
- The ability to work independently while contributing effectively to a collaborative team.
- Experience serving within a church or ministry environment is valuable.
- Comfort using digital communication tools, online resources and ministry technology.
- Ability to manage time effectively within a part-time role.

TEAM SUPPORT

At Albright we value and practice teamwork because we believe God calls us to work together for His Kingdom and Glory.

The Family Ministry Coordinator will:

- Work collaboratively with Albright staff, volunteer leaders and ministry teams.
- Communicate clearly and proactively with those involved in Family ministry.
- Empower and equip volunteers where appropriate rather than unnecessarily taking responsibility for tasks that can be delegated.
- Contribute to a healthy team environment characterized by trust, communication, encouragement and shared commitment to Albright's mission.

- Meet regularly with the Lead Pastor for accountability, encouragement, prayer, planning and discussion of ministry progress and challenges.
- Maintain healthy boundaries around ministry work and communicate with the Lead Pastor when responsibilities consistently require additional hours.

STANDARDS

The Family Ministry Coordinator will:

- Cultivate and grow in their relationship with Christ and His church.
- Qualify for membership in Albright Church.
- Support and uphold the Statement of Faith, Vision and Values, General Operating By-Laws, EMCC requirements and Albright's Plan to Protect Policy.
- Support and live out the Mission Statement of Albright Church.
- Agree with and live out the Leadership Code of Conduct of Albright Church.
- Demonstrate servant leadership within an interdependent team.
- Pursue authentic and healthy relationships in their home and those they work with.
- Handle relational conflict with truth and grace according to the "Peace Maker" model.
- Commit to personal spiritual formation and ongoing ministry development.
- Submit a current Criminal Record Check in accordance with Albright's Plan to Protect Policy.