



PreTeen Ministry Coordinator

Part-Time Contract Position Job Description* 2013-14

Interested Applicants, please submit Resume with references and Cover Letter to Dave Sattler, daves@nsac.bc.ca by July 26, 2013.

PreTeen Ministry Overview:

NSAC's PreTeen Ministry exists to engage grade 5, 6 and 7 students with church in active, social, and fun ways. Our program consists of three elements: PreTeen Sunday morning classes, bi-weekly Thursday nights, and monthly events, each of which provides a unique environment for PreTeens to encounter God, make friends, and have a blast!

PreTeen Ministry Values:

Fully Living and Boldly Sharing: We want PreTeens' minds, hearts and lives to be changed as they encounter the living God. And we invite PreTeens to step out and share what God has done in their lives with the individuals He places in their path.

Growing Together: Relationships are important! We encourage PreTeens to get to know God and each other. Through Bible-based teaching, godly mentoring relationships, and having tons of fun together we desire to see PreTeens grow together in every way.

Job Particulars:

- o Contract Position starting September 1/13 and ending May 31/14 (possibility of permanent).
- o 20 hours per week at approximately \$18/hour pay.
- o Hours include 2 "office" days (Thursdays required), Sunday mornings, and approximately one evening (Thursdays, events, leader meetings) per week.
- o Responsible for Bi-weekly PreTeen Thursday Nights (Thursdays, 7-8:30pm), Weekly Classes (Sundays at 9 & 11am), Monthly Events, and regular planning with leaders.
- o Ministry Expenses of \$50-100 per month to cover ministry-related meals and mileage.
- o Yearly budget of \$2000 for operating the ministry (events, supplies, etc.)
- o Reporting to Dave Sattler, Pastor of Student & Outreach Ministries.
- o Working alongside Student Ministries Administrative Assistant and volunteer PreTeen leaders.

Primary Roles:

Leader: Provide overall leadership to PreTeen students and direction for the various areas of ministry. Disciple and build relationships with volunteer PreTeen leaders.

Teacher: Prepare and present Biblical content in various engaging formats.

Organizer: Schedule and plan the ministry calendar, event details, and curriculum. Recruit and train volunteers. Communicate effectively with fellow NSAC staff, parents, ministry volunteers, and students in the church and community.

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Other Meetings & Responsibilities:

- Meet regularly with PreTeen leaders.
- Meet monthly with Supervisor, Dave Sattler for mentoring.
- Attend NSAC staff meetings and retreats.
- Regularly attend North Shore Alliance Church Sunday services.

Heart Requirements for the Job:

- Love for the Lord and a life that lives it out.
- Passion to build a team of multi-generational leaders to minister to PreTeens.
- Desire to lead with a servant's heart.
- Willingness to be mentored in ministry leadership.
- Ability and passion to build mentoring relationships with PreTeens.

* It must be understood this Job Description is up for review and change with Supervisor, Dave Sattler at any time.