



Job Title: Family Ministry Admin Director

Status: Part-Time, 15-20 hours/week

Working Days: Sunday to Thursday; a spirit of flexibility is expected

About Southridge Community Church

Our church exists to foster a lifestyle of full devotion to Jesus Christ that shares His love across the Niagara Region. As a multi-site community with three locations (St. Catharines, Welland and Vineland), where each is most defined by its missional “Anchor Cause” of compassion and justice (including the largest homeless shelter in the Niagara Region).

Responsibilities

- **Program Support**
 - Ensure the Kid’s Ministry program materials are ready each Sunday which includes:
 - Material purchase and preparations
 - Craft supplies
 - Hand outs, etc.
 - Photocopying
 - Bins are packed for the locations
 - Large group props
 - Support Set Design creation process
 - Take care of offering
 - Oversee & equip weekday volunteers who assist with program material prep

- **Check in Team Support**
 - Coaching the volunteer Check in Team leaders from all 3 locations

- **Special Needs Ministry Leader**
 - Support and coach volunteer teams at all 3 locations
 - Continue to move Special Needs mission forward, create and implement new ways to support families and children

Relationships

Reports to: Family Ministry Pastor

What We Offer

Southridge is a certified “Best Christian Workplace” committed to a flourishing workplace culture.

We offer a competitive benefits plan and RRSP matching program.

Hiring Statement

We believe that the body of Christ is unified when each of us is encouraged, recognized, and able to serve out of our gifts, and that the church is at its best when church leadership represents the communities in which we serve. At Southridge, we want to do better. We strongly encourage women and men, and people of all ethnicities and abilities who love Jesus and are aligned with our vision and values, to consider applying for a staff role.



We strive to achieve equality in the workplace, which means no one will be denied employment opportunities or benefits for reasons unrelated to fit for a role. We also understand employment equity means more than treating individuals in the same way but requires special measures and the accommodation of differences. In this way, we are following Jesus in our hiring practices to create a diverse and inclusive workplace reflecting the body of Christ.

To apply email: careers@southridgechurch.ca