

## **Fusion Facilitator**

Johnston Heights Church 9612 – 152 St. Surrey, BC V3R 4G4

Position: September 2022 to June 2023 (6 hrs. per week)

Submit resume and cover letter to Emily at [emily@hopetoyou.com](mailto:emily@hopetoyou.com)

### **Job Description**

- Work with a volunteer team to oversee all aspects of Fusion Ministry (Sundays, Thursdays and Events)
- Administrative Assistant position will oversee the administration and preparation aspect of the role
- Facilitator will oversee the Fusion nights, Sundays and events and the volunteer team
- The intention of this ministry is to partner with the Children's Director and Parents to see children:
  - Accept Jesus Christ as their Lord and Saviour and develop a deep love for Him
  - Grow in their knowledge of the Bible
  - Come to see themselves as an integral part and active part of the church family

### **Direct Report**

- report to the Children's Director, and collaborate with administrative assistance

### **Qualifications & Skills**

- Experience working with children or Fusion at Johnston Heights Church or the like

- Have a Love for the Lord, and a love for children
- Possess a Godly Character and reflect what it means to be a follower of Christ
- Ability to work with a team
- Show collaborative leadership skills

## **Roles & Responsibilities**

### Facilitator

- Communicate with Administrative Assistant about night outlines prior to Thursdays & Sundays to ensure that all supplies and materials are ready
- Go over the outline of the event with staff members to ensure that all responsibilities are known, and meet after Thursday nights are done to debrief how leaders are feeling, share successes, and update upcoming news
- Begin nights with some sort of devotion/encouragement from the Word
- Lead large group lessons using the material provided by the Administrative Assistant
- Keep activities on time during the night and ensure that there is enough room for stations, games, lessons, and small groups
- Organize leader appreciation events
- Be present on Sundays to ensure that leaders are in classrooms and that supplies are out
- Be present during events to communicate with parents/guardians who might have questions or concerns
- Communicate with Children's Director periodically about how the program is going

- Recruit and train volunteers for the Fusion team

#### Administrative Assistant

- Keeping track of attendance sheets through Planning Center
- Creating event calendars and rotation schedules for Thursdays and Sundays
- Writing lesson plans using T&T Discovery of Grace materials and connecting with Facilitator
- Give updates on budget at least quarterly
- Messaging/reminding staff for their tasks (i.e., games, stations, etc.) and communicating to the Facilitator on the activities planned
- Shopping for nights' supplies
- Writing out outlines of the Fusion event and meeting with the Facilitator (online or in-person) about how the evening/Sunday morning will run
- Posting the same outlines of the Fusion events to the leaders' Facebook group
- Emailing parents/guardians about updates, events, and other aspects of Fusion that come up
- Occasionally helping to organize large events, such as Gym Night, by contacting facilities and making/collecting forms and invitations