

Job Title: Pastoral Assistant (English & Children's Ministries)

Organization: Port Moody Pacific Grace MB Church (PMPGMBC)

Location: Port Moody, BC

About PMPGMBC:

PMPGMBC is an Anabaptist, Evangelical Christian church affiliated with the Mennonite Brethren Conference. We comprise two distinct congregations—Cantonese and English, and a Children's Ministry across both congregations (350 attendees: 200+ Cantonese, 120 English).

Position Summary:

We are seeking a passionate and dedicated individual to join our team as a Pastoral Assistant. This role will provide vital support to both our English-speaking congregation and our vibrant Children's Ministry. The successful candidate will be a collaborative team player with a strong commitment to Christian values and a desire to serve the spiritual and emotional needs of others. (Part Time, 20 hours)

Key Responsibilities:

- **English Ministry Support - Youth Ministry:**
 - Assist with the planning and execution of youth ministry.
 - Support English Youth Program: Friday Night Youth Group and Sunday morning Youth Program (11:15am)
 - Assist with General English Ministry administrative tasks
 - Greet and welcome visitors and new members to the congregation.
 - Assist with special events and outreach programs for the English-speaking congregation
- **Children's Ministry Support:**
 - Assist with the planning and implementation of engaging and age-appropriate Sunday Programs and activities.
 - Support the Sunday Children's Worship if needed.
 - Assist with General Children's Ministry administrative tasks, such as organizing children's worship materials and resources.
 - Maintain a safe and nurturing environment for children to learn and grow in their faith.
 - Assist with the planning and execution of special events for children, such as Parent's Cafe and Children graduation trip
- **General Responsibilities:**
 - Maintain a positive and welcoming atmosphere within the church.
 - Build and maintain strong relationships with church members and the community.
 - Represent the church in a professional and Christ-like manner at all times.
 - Perform other duties as assigned.

Qualifications:

- A strong commitment to Christian values and a desire to serve others.
- Excellent interpersonal and communication skills,
- Fluent in both written and spoken English.
- Fluency in Cantonese is a strong advantage.
- Ability to work independently and as part of a team.
- Strong organizational and time-management skills.
- Proficiency in Microsoft Office Suite, Google Application or similar software.
- Experience working with children is preferred.
- Background in theology or religious studies is a plus.