



Lakeview Church is seeking a Student Ministry Admin to provide administrative support to our Kids Ministry, Youth Ministry, and Young Adults Ministry.

CORE RESPONSIBILITIES

Kids Ministry Support

- Organization and coordination of lobby volunteers.
- Communicating with and scheduling Early Years and Elementary volunteers.
- Preparing and printing weekly program materials.
- Ensuring electronic resources are in place for each Sunday.
- Managing files in the Kids Shared Drive.
- Overseeing the execution of the weekly newsletter.

Youth Ministry Support

- Reviewing and recording weekly leader debrief forms.
- Reviewing and revising weekly attendance lists.
- Preparing and printing weekly program.
 - Creating and uploading slides for a weekly program.
 - Preparing worship sheets and set lists.
 - Small Group questions or teaching materials.
 - Game related needs.
- Making bookings and renting equipment.

Young Adults Ministry Support

- Preparing and printing weekly program materials.
 - Creating and uploading slides for a weekly program.
 - Small Group questions or teaching materials.
 - Game related needs.
- Assisting in weekly materials purchasing.
- Creating and reviewing online forms and registrations for Young Adults events.
- Creating Instagram posts.
- Arranging bookings and rentals for events.

REQUIRED BEHAVIOURS AND SKILLS

Planning and Organizing

Determining goals and priorities and assessing the actions, time, and resources needed.

Attention to Detail

Thorough in accomplishing a task with concern for all the areas involved, no matter how small.

Collaboration

Working cooperatively with others and making valued contributions to the outputs of the team.

Creativity

Coming up with original ideas and solutions, to adopt points of view outside the usual parameters.

Adaptability

Remaining fully functional by adapting to changing circumstances (environment, procedures, people).

Initiative

Recognizing and creating opportunities and acting accordingly. Starting something rather than waiting passively for it to happen.

Compelling Communication

Sharing ideas and insights in a way that is captivating and formative for the audience.

POSITION OVERVIEW

Reports To:

Associate Pastor

Terms:

Part-time Permanent

\$17-\$19/hr Wage

Expected Hours of Work:

12 hours/week

Minimum Education and Job Related Experience Requirements:

- High School Diploma.
- Experience volunteering in ministry with Kids and/or Youth.

Preferred Education and Job Related Experience Achievements

- Bible College degree.
- Experience working in ministry with Kids and/or Youth.
- Administrative work experience.

APPLICATION

If, after prayerful consideration, you feel called to this position we want to hear from you.

To apply, please send the following in PDF format to the private and confidential email resumes@lakeviewchurch.com with the subject line 'Student Ministry Admin':

- A cover letter expressing why you are interested and how your experiences have prepared you for this role.
- Your comprehensive resume.
- Your faith story including a description of your current participation in church life.

Applications will be received until a suitable candidate is found.

WHO ARE WE?

Lakeview Church has been active in Saskatoon for over 100 years. We are part of the Free Methodist Church in Canada, a worldwide movement with historical ties to the abolishment of slavery, early advocacy of women's rights, child labour reform, and the establishment of hospitals and schools.

Our church community is wonderfully diverse and passionate. We have people of all ages and stages from a variety of cultural backgrounds. Our average attendance at our worship services is 550 people. Our staff team is dynamic and loves to laugh together. We have 8 staff positions on our Pastoral team, and 10 staff positions on our Operations team.

Sunday worship services and Home Church are the central expression of church life at Lakeview. We value gathering as a collective community, and cultivating deep relationships.

Each week we average over 100 children in Lakeview Kids, divided into dedicated spaces for Infants, Toddlers, Pre-School, Kindergarten-Grade 3, and Grades 4/5. We have an incredible team of 100+ volunteers serving Kids in a variety of ways.

Each week we average over 60 students from grades 6-12 in our Thursday Youth program, and 25 students from grades 6-8 in our Sunday morning JrHigh program. We have an incredible team of 25+ volunteers serving Youth in a variety of ways.



WHERE ARE WE?

Lakeview Church is located in the south east area of Saskatoon. A growing, friendly city of 270,000 people, Saskatoon has the amenities and action of a large city, with the relaxed vibes of small city hospitality.

Saskatoon is a progressive city that stays in touch with its roots; surprisingly diverse yet incredibly inclusive, with a bright future that springs from a fascinating past.

A 20 minute drive can take you from one end of town to the other where you can discover world class restaurants, an amazing arts and music scene, and endless outdoor activities along the South Saskatchewan River. Saskatoon enjoys one of the lowest costs of living among major cities in Canada and offers a range of neighbourhoods to call home.



MISSION: Joining God in the Renewal of All Things

POSTURES:

BACKWARD: Locating ourselves in God's story.

We believe God has been actively at work in our world as witnessed in the scriptures and through the church. We stand on the shoulders of those who have come before us, and rest on the very best of our heritage to influence our practices and worldview.

FORWARD: Anticipating God's movements.

We understand that our world faces challenges that must be thoughtfully navigated and negotiated. We are prepared to risk our comfort and security to help transform evil into good.

INWARD: Creating sacred space to encounter God.

We commit ourselves to a personal, but not individualistic, devotion to Jesus. We also submit ourselves to one another trusting that in community is where we meet and hear from God.

OUTWARD: Collaborating with God locally and globally.

We accept God's invitation to participate in the healing of our world. We welcome spiritual seekers and skeptics, and conspire with God in acts of justice and restoration.

MOVEMENTS:

LIVE IN COMMUNITY:

We nurture a culture of connection – creating spaces where people are known and relationships can form across our community.

We cultivate communities of trust and belonging – fostering deeper relationships where we can be vulnerable and grow together.

GROW SPIRITUALLY:

We practice rhythms of life – embracing spiritual practices that ground us in God's presence.

We pursue spiritual maturity – cooperating with God's Spirit as we are continually transformed into the likeness of Jesus.

BE FAITHFULLY PRESENT:

We embody God's love where we live – prepared to live out the gospel in our neighbourhoods and networks.

We care for the vulnerable – cultivating relationships, extending compassion, and seeking justice alongside those in need.