



WORSHIP & YOUTH

SUPPORT COORDINATOR

We are seeking a part-time Worship & Youth Support Coordinator to provide administrative, organizational, and ministry support to our Worship and Youth teams. This role includes coordinating volunteers, supporting worship gatherings and youth program, and helping ensure both ministries are equipped to serve effectively. The ideal candidate is organized, proactive, collaborative, and passionate about supporting the life of Forest Brook.

APPLICATION DEADLINE: MONDAY, AUGUST 31, 2026

Worship Responsibilities:

- Coordinate scheduling of worship leaders, musicians, and support volunteers for Sunday Gatherings.
- Provide admin support for weekly gatherings (orders of service, planning center populating, charts, stage setup, tech teams, communication with volunteers, etc.)
- Lead worship occasionally as availability or needs arise.
- Support the staff and worship leaders in shaping worship gatherings that align with church values.
- Equipment and resource management (organize and make accessible, figure out repairs, and improvement)

Youth Responsibilities

- Work with the YLG (Youth Leadership Group) to create, schedule and deliver program throughout the year (including the annual youth retreat.)
- Coordinate youth teams (events, gatherings, teaching, etc.) ensuring volunteers are supported.
- Provide admin support in conjunction with the YLG (communication to youth, parents, etc., calendar management, resource prep) and act as a backstop for the YLG - stepping in to cover essential needs when volunteers are unavailable or require additional support.
- Act as a point of contact between staff and volunteers, relaying information and ensuring alignment

General Responsibilities

- Attend staff meetings when scheduled
- Maintain regular communication with staff and ministry leaders (as designated in each specific area)

This position will report to Senior Staff (unless otherwise instructed) and may be expected to participate in other staff responsibilities on occasion at their direction.

Salary Range: \$20 - \$23 per hour

To apply, please send a cover letter and resume to Lindsay Wadsworth or Jim Chen by August 28, 2026.

lindsay.wadsworth@forestbrook.ca , jim.chen@forestbrook.ca |

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