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| <b>Job Title:</b>   | Director of Children and Youth Ministry   |
| <b>Position Type:</b>   | <b>One year, Part-time (approximately 10 hours per week, depending on the season)</b> |
| <b>Location:</b>  | Providence Church,<br>4845 King St. E. Beamsville, Ontario L0R 1B6                    |
| <b>Job Description</b>  |   |
| <p><b>PURPOSE</b></p> <p>To serve the vision (“Together, Following Christ in Mission”) and mission (“Learning How to Live as Missionaries to Love Lincoln”) of Providence Church by overseeing, supporting, directing and sustaining the ministry to, for and with children and youth (newborn – 18 years old).</p> <p><b>GENERAL DESCRIPTION</b></p> <p>The Director of Children and Youth Ministry is responsible for overseeing, supporting, directing, and sustaining all children and youth ministries, including Nursery and Jr Sunday School, Sunday School, Cadets, GEMS, High School Youth, and Faith Night.</p> <p><b>RESPONSIBILITIES</b></p> <p>I. Ministry</p> <ol style="list-style-type: none"> <li>1. Nursery and Jr. Sunday School (newborn – 3 ½ years); Little Lambs             <ol style="list-style-type: none"> <li>i. Identify, recruit and train suitable volunteers.</li> <li>ii. Ensure ministries are fully staffed in accordance with the Safe Church Policy.</li> <li>iii. Ensure an orderly and user-friendly process for checking in/out children, utilizing digital technology.</li> <li>iv. Ensure the physical space is accessible, safe, and ready prior to the various ministries.</li> <li>v. Facilitate a warm and welcoming environment for all children and families.</li> </ol> </li> <li>2. Sunday School (3 – 9 years)             <ol style="list-style-type: none"> <li>i. In addition to #1 above,</li> <li>ii. Obtain or develop age-appropriate curriculum consistent with a biblical, reformed world and life view.</li> </ol> </li> <li>3. Cadets and GEMS (Grades 2/3 – Grade 8)             <ol style="list-style-type: none"> <li>i. Support the ministry leaders with the recruitment and training of suitable volunteers.</li> </ol> </li> <li>4. High School Ministry (Grade 9 -12)             <ol style="list-style-type: none"> <li>i. Identify, recruit, and train suitable volunteers.</li> <li>ii. Obtain or develop age-appropriate curriculum consistent with a reformed, biblical world and life view.</li> </ol> </li> <li>5. Faith Night             <ol style="list-style-type: none"> <li>i. Provide administrative, organizational, and leadership support to the Faith Night Planning Team.</li> </ol> </li> </ol> <p>II. Administration</p> <ol style="list-style-type: none"> <li>1. Maintain a database of all children and youth, newborn – grade 12, including annual analysis and statistics of all Children and Youth Ministry.</li> <li>2. Develop and maintain an annual plan for the continuous improvement and growth of Children and Youth Ministry.</li> <li>3. Maintain a 3-year vision on the direction of Children and Youth Ministry, and achievable next steps toward that vision, together with the Pastor and the Elder Board.</li> </ol> |   |

4. Ensure compliance of all children and youth ministry volunteers with the Safe Church Policy, in collaboration with the Office Administrator.
5. Establish an annual budget for the Director of Children and Youth Ministry.
6. Attend regularly scheduled staff meetings, and meet regularly with the staff supervisor.

III. General

1. Support parents and caregivers in the spiritual/emotional nurture and faith formation of their child(ren).
2. Offer regular education and equipping opportunities for parents and their children on Children at the Lord's Supper, in collaboration with the pastor.
3. Promote discipleship and mission opportunities consistent with the mission and vision of Providence Church (eg. Love Lincoln opportunities, SERVE, All-Ontario Youth Convention, community service projects).

**QUALIFICATIONS AND PREFERRED SKILLS**

The Director of Children and Youth Ministry must:

1. Possess a personal relationship with Jesus Christ as Savior and Lord, and a life of growing in the fruits of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control).
2. Have a demonstrated commitment to the mission and vision of Providence Church.
3. Believe strongly in the church's responsibility for the nurture and faith formation of all children and youth.
4. Possess a high level of emotional health evident in personal interactions.
5. Possess spiritual gifts in the areas of shepherding, teaching, and leadership.
6. Have good communication (oral and written), and organizational skills.
7. Be able to cast vision, and inspire others toward it.
8. Be able to coach a team, and work in a team environment.
9. Be able to take initiative, and work conscientiously on one's own.

Post-secondary education in a related field, and/or equivalent experience, would be an asset.

**ADDITIONAL NOTES**

1. *Other duties and tasks, as assigned.*
2. *All ministry staff are required to agree and abide by the terms outlined in the Employee Handbook, and the Staff Team Covenant.*
3. *The Director of Children's Ministries is supervised by and directly accountable to the Pastor, and finally accountable to the Elder Board.*
4. *Annual performance reviews are done collaboratively by the Pastor and the Elder Board.*

**REMUNERATION**

*\$ --- per hour, commensurate with qualifications and experience. Hours will be submitted monthly to the Church Office no later than the 5<sup>th</sup> day of the following month, and will be remunerated on the 15<sup>th</sup> of that month.*

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|-----------------------|-------------|-------|---------------|
| Signed By (Employee): |             | Date: |               |
| Signed By (Employer): |             | Date: |               |
| Last Updated By:      | Elder Board | Date: | March 1, 2018 |

To apply:

Email a cover letter, including your expression of interest and a brief statement of faith, as well as your resume to



[pastor@providencecerc.ca](mailto:pastor@providencecerc.ca), drop off in person, or send by mail to Providence Church (address above).