



Job Description

Director of Children's Ministry

Job Title: Director of Children's Ministry (Trinity Kids)
Reports To: Pastoral Team Leader
Status: Part-time (20 hours per week), paid position
Starting Date: TBD

Application: Interested candidates should apply in writing by sending an email to the HR Deacon, Laura Stolk at laura.stolk@trinitybiblechurch.ca. Applicants should provide a resume and short cover letter that describes how their education and experience qualifies them for the position.

Position Objective: In partnership with the Pastoral Team Lead, and in accordance with Trinity's stated mission, vision, and values, the Director of Children's Ministry will give leadership and oversight to all ministry-related activities for children from nursery age, to grade five.

Vision:

Trinity's Director of Children's Ministry should be:

1. Visibly demonstrating the qualities as described in 1 Timothy 3:8-13 in their lives.
2. Committed to growing in their love for Christ and His church.
3. Aligned with Trinity Bible Church's mission, vision, and values.
4. In agreement with Trinity's/Associated Gospel Churches Statement of Faith and open to being credentialed within the AGC.
5. Capable of functioning as a true shepherd; open, receptive, and approachable.
6. Demonstrating a servant heart; both an effective leader and team builder.
7. Able to perceive and respond to needs/crises within the congregation.
8. Capable of mobilizing people and organizing resources in a timely manner.
9. Willing to work alongside the Pastoral Team Lead and other staff/elders.

To learn more about Trinity, please visit our website at <http://www.trinitybiblechurch.ca/>.

1. Accountability

The Director of Children's Ministry is directly accountable to the Pastoral Team Leader. The Director of Children's Ministry shall be a team player who works in cooperation with pastoral staff, volunteers and other ministry leaders within the church. The Director of Children's Ministry shall undergo an annual review from the Pastoral Team Leader/elders.

2. Job Duties

The Director of Children's Ministry will work primarily with children (ages nursery to Grade 5) and children's ministry volunteers.

With regards to programming, the focus should be on:

- running safe and predictable in-person events for children and families, including Sunday morning classes, weekly AWANA family co-op, ad hoc family events, and Summer Camp VBS
- being present for Sunday mornings and all in-person events (and ensuring that there is a designated point person in the event of being absent), and willing to be in the Trinity Kids classroom in a teaching role as needed
- overseeing the Plan to Protect program and keeping accurate records of qualified volunteers, while ensuring prospective new volunteers are certified in P2P
- building up a broad volunteer base of trusted, reliable and committed leaders, with a minimum of 30 qualified leaders, 20 of whom must be adults 18 years or older
- providing ongoing and varied communication to ministry volunteers, and inviting their feedback through quarterly gatherings
- procuring and evaluating children's ministry curriculum and resources as needed
- building relationships with Trinity families and giving communication and support to parents as required

3. Other Duties

- attending the weekly Trinity staff prayer and planning meeting
- providing assistance and input to the pastoral team lead with regards to Sunday services
- giving leadership and guidance to Canada Summer Jobs grant process, and supervising the students hired through this program while also planning their duties and approving their work hours

4. Qualifications and Skills

- A clear testimony of faith in Jesus Christ and a vital, growing personal relationship with Him.
- Commitment to moral purity.
- Strong communication and organization skills.
- A minimum of 2 years of experience leading children's programming/teaching children.
- A diploma/degree in children's ministry or education is preferable.
- Proficiency in Microsoft Office.
- Familiarity with Plan to Protect and ChurchTrac.