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## Following Jesus Together. Sharing His Hope.

Everyone together - belonging, growing, serving, reaching out.

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### Director of Children and Family Ministries

**Effective Date:** Part-time, permanent

**Salary Range:** \$35,000–45,000

#### Purpose

The Director of Children and Family Ministries is responsible for leading the ministry that reaches and develops children ages birth through grade seven so that they become growing followers of Jesus. Working together with the children's ministry volunteers, s/he will lead, promote and oversee the programs to support the spiritual formation of children through their families and the church; teaching them to worship, learn and obey the Bible, and participate in ministry and community. The position is a part time position (25 hours per week), with the hope that it can grow into full time.

#### Qualifications

- Give testimony and life witness of... (1) being a committed believer in Jesus Christ, (2) spiritual gifts relevant to leadership of this ministry, (3) prior ministry experience with children, (4) evidence of effectiveness in those ministries, and (5) a deep genuine love for children & families.
- Have an adequate education, preferably at the post-secondary level, ministry/work experience that is appropriate to these responsibilities, and a continuous desire to learn in order to become a more effective leader of volunteer staff and children.
- Have a sound knowledge of Scripture and an ability to teach effectively and apply biblical principles in life and ministry.
- Be a proven, dynamic, effective leader of large group settings of children. Through music, teaching and arts communicate Biblical truths effectively to children in a way that kids are excited to come back and learn more and bring their friends.
- Be a stable, mature and growing Christian with an exemplary personal, marital and family life (if applicable).
- Be committed to working with parents and team members within the Children's Ministries as well as with other staff and lay leaders within the church.
- Have a desire to reach unchurched children and families in our wider community.
- Skilled at working with volunteers.
- Have or be willing to get training in neurodiversity affirming practices.
- Be in agreement with the mission, vision, and doctrinal position of Ladner Baptist Church. Upon accepting the position, become a member and regular participant at Ladner Baptist Church.

#### Responsibilities

Give leadership and oversight to provide programs that support the spiritual formation of children through their families and the church (i.e., Sunday School, Nursery, and other activities as they are developed).

The Children's Ministries Team:

- Overseeing the Nursery Ministry, preferably through a volunteer Coordinator
- For future development, building and overseeing a Family Ministries Team to encourage, support

- and resource families
- Team training, development and support
- Meeting with teachers

#### Midweek Programs:

- Overseeing Thrive (gr. 5-7), and any other mid-week children's programming
- Connecting with parents and children at coffee mornings (if applicable)

#### Sundays:

- Teaching as needed on Sundays
- Overseeing the team and operations on Sundays
- Overseeing the administrative aspects of Sunday Morning for Sunday School
  - To schedule the volunteers for each week
  - To coordinate the greeting of new families and child registration
  - To oversee the tracking of Sunday morning attendance
- To review, select, and distribute curriculum
- To ensure teachers have needed supplies; organize and track current supplies and inventory
- To ensure that proper signage, classroom labelling, and nametags are in place
- Working with Lead Pastor on Baby Dedications

#### Events:

- Planning, overseeing, and running individual annual events (Kids Camp, Fall community outreach event, Christmas pageant, etc.) with volunteer support

#### Other:

- Meeting with parents
- Regular involvement in staff meetings
- Compiling and supplying resources to families
- Updating Children's Ministries Policies
- Overseeing Child safety and implementing the Plan to Protect
- Casting vision for our Children and Family Ministry
- Attending one job-related training opportunity per year for personal development
- Equipping and resourcing the lay staff to do the work of the ministry
- Develop newsletters, social media, schedules

*The duties described herein are intended as an indication of the requirements of this position and do not represent an exhaustive list. This job description is subject to ongoing review and adaptation based on the skills of the individual and the evolving needs of the church.*

### **Administrative Relationships**

Reporting and evaluation: The Director of Children's Ministries will be accountable to and supervised by the Lead Pastor.

Supervision: The Director of Children's Ministries will coordinate and supervise the team of children's ministry volunteer leaders.

Coordination: The Director of Children's Ministries will coordinate his/her ministry with the overarching vision, mission and purpose of Ladner Baptist Church.

Board and Committees: The Director of Children's Ministries will attend Board meetings, when requested, and participate in committees as assigned.

Staff: The Director of Children's Ministries will participate as an active member of the staff Leadership Team.

**Please send resume to [search@ladnerbaptist.ca](mailto:search@ladnerbaptist.ca).**