



Willoughby Christian Reformed Church, Langley, BC

DIRECTOR OF CHILDREN'S MINISTRIES

START DATE: JAN. 2, 2024

REPORTS TO: LEAD PASTOR

TIME: 15 HRS PER WEEK

WAGE: \$24-28 PER HOUR (DEPENDING ON EXPERIENCE)

1. SUMMARY OF THE ROLE

The Director of Children's Ministries position exists to equip, nurture, and encourage the children of Willoughby Church to love, know, and serve Jesus. The Director will oversee and facilitate the development, coordination, and administration of a discipleship ministry for children ages 0 - grade 4 in a setting that is welcoming, nurturing, and safe.

The Children's Ministries are integral to the ministry of Willoughby Church, and therefore the Director will be a member of the church and of the church staff, regularly attending worship services and actively serving the whole mission of the church. The Director casts a vision for ministry that is relational, Christ-like, and purposeful. S/he advocates for the spiritual growth and needs of the children and seeks to integrate them into the life of the church.

2. CHARACTERISTICS & QUALIFICATIONS

- a. Has a clear faith in Jesus Christ and seeks to be filled by His Spirit and grow in relationship with Him through personal devotions, prayer, and Scripture reading.
- b. Is an active member in a church and has a love for Christ's Church, a discerning and prayerful spirit, and a commitment to pursuing God's mission in community.
- c. Holds a degree or diploma in children's education and/or has training and experience in a relevant field.
- d. Is either familiar with or willing to learn about and support the Reformed tradition and its teachings.
- e. Has a passion for working with children and a deep desire to minister to and be in relationship with them and their families.
- f. Serves as an advocate, role model, spiritual mentor, and encourager of children and their families.
- g. Is a team player, characterized by honesty, vulnerability, reliability, humility, an openness to learning and feedback, and trustworthy.
- h. Has good communication skills, both verbal and written, and is able to teach and communicate with clarity, honesty, and conviction.

3. EXPECTATIONS & RESPONSIBILITIES

A. Teaching & Spiritual Formation

- i. Oversee the children's ministry (nursery and Sunday school) and create an environment that recognizes and communicates that each child is uniquely created and loved by God.
- ii. In collaboration with the lead pastor, ensure that the children's ministry is integrated into the larger mission and vision of the church.
- iii. Develop, coordinate, and implement year-round Sunday morning children's nursery and Sunday school for ages 0 - 9 (grade 4) including the scheduling, training, and resourcing of volunteers.
- iv. Ensure that Biblical teaching and Christian values are integrated into each of the programs and curriculum.
- v. Plan annual events, such as summer camps, that expand beyond the circle of the children's ministry to include children in the community.
- vi. In collaboration with staff and volunteers, regularly assess and evaluate the existing ministry and create strategies for growth or change.
- vii. Be willing and able to lead and teach as needed or desired, while ensuring that the volunteers are not carrying more than they are able.
- viii. Be willing and able to lead and teach the volunteers when training is needed.
- ix. Oversee and implement an evaluation of the ministry annually.
- x. Seek out at least one professional development opportunity per year.

B. Administration & Involvement

- i. Be an active member at Willoughby Church, participate in staff meetings, and collaborate with staff on upcoming services and events related to the life of the church.
- ii. Attend all congregational meetings.
- iii. Have routine check-in conversations with the Lead Pastor and members of the Personnel team.
- iv. Be familiar with safe church policy and practices (including child participation records) and ensure that all volunteer criminal record checks are up to date.
- v. Oversee and maintain regular communication with parents and volunteers.
- vi. In communication with the Office Administrator and Worship Coordinator, advertise and promote the ministry calendar so that both the church community and the wider community can be made aware of regular meetings and special events.
- vii. Work within the appropriate budget guidelines and financial protocols of the church.
- viii. Ensure ministry rooms are safe, including being free of potential hazards.
- ix. Purchase necessary equipment and supplies while operating with the ministry budget.