

ROLE DESCRIPTION

POSITION TITLE: Director of Children's Ministries

This is a contract position for 30 hours/week from May 1, 2024 – August 1, 2025. It could become a more permanent position for the suitable candidate.

REPORTS TO: Lead Pastor

POSITIONS SUPERVISED: Children's Ministry Assistant if Assistant is provided

POSITION PURPOSE

The Director of Children's Ministries has an incredible opportunity to join the Westwood Leadership Team in our mission to make disciples with the next generation and their families! Partnering with a large volunteer base, and the Pastoral Staff Team, the Director of Children's Ministries primary role is to oversee and execute the implementation of an effective Sunday morning ministry in conjunction with special events (e.g. VBS) serving children from newborn through grade 5.

MINISTRY FIT

The Director of Children's Ministries:

- Is a mature baptized disciple of Jesus and has demonstrated their commitment to Westwood Church through membership (or is willing to).
 - Resonates with and is passionate about the vision and mission of Westwood Church.
 - Strongly believes in and demonstrates alignment with Westwood's core values.
 - Senses God's calling to be a leading contributor to a church culture that is centred on Jesus, empowered by the Holy Spirit, anchored in the scriptures, committed to making disciples throughout our city and beyond.
 - Possesses strong administrative gifts with an equally strong warmth for children and their families.
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ESSENTIAL FUNCTIONS AND BASIC DUTIES

Leadership

- Communicate overarching vision for Children's Ministry to Children's Ministry Leadership Team and volunteers.
- Work collaboratively with the Children's Ministry Leadership Team fostering a shared vision and unified teamwork, meeting throughout the year to evaluate the ministry.
- Recruit leaders, teachers, and helpers for all Children's Ministry positions for the contract period.
- Either purchase or develop lessons for Sunday School that are age appropriate for each class, organize supplies and classrooms needed for those lessons, in preparation for Sunday morning.
- Plan and coordinate basic training opportunities for all Children's Ministry volunteers.

Sunday morning

- Weekly Sunday morning presence is expected connecting with children and families.
- Be available to teachers and volunteers while classes are in session to address any behavioral issues, emergencies, or questions they or parents may have.
- Observe, evaluate, and affirm children's ministry workers helping them grow in their areas of service.
- Be willing to sub for a class if short on volunteers.
- Responsible to fill vacant roles for Sunday morning Children's Ministry ONLY with qualified volunteers who have a current Criminal Record Check on file with Westwood Church.

Administrative

- Have a comprehensive understanding of Westwood's Children's Ministry Handbook and apply it, making necessary updates with all security changes as needed.
- Ensure that every volunteer has a verified and current Criminal Record Check completed before serving in Children's Ministry, monitoring and maintaining accurate records in this regard.
- Keep attendance records current and complete.
- Oversee the purchase of all equipment and supplies (curriculum, supplies, etc.) and manage the Children's Ministries Budget.
- Through recruitment of volunteers, ensure classrooms and storage areas are neat and tidy. Toys must be washed on a regular basis.

Communication

- Communicate regularly with Children's Ministry Team, volunteers, and families through email, social media, etc. apprising of schedule, events, meetings, and encouragement.
- Communicate Children's Ministry plans, schedules, events with Administrative and Pastoral Staff regularly.
- Report all serious illnesses that may have been transmitted in the classroom to all parents whose children were in attendance in the classroom.

Westwood Staff Team

- In concert with the Lead Pastor (or Pastoral Designate) develop specific goals and implementation of strategies for Children's Ministry that align with the overall vision.
- Be willing to collaborate with other pastors.
- Attend bi-weekly staff meetings for the purpose of team building, collaboration, prayer, encouragement, and relationship.

SPIRITUAL LIFE

1. Live a life committed to Jesus with a desire to grow in all aspects of faith.
 2. Attend to practices that contribute to a spiritually, relationally, emotionally, and physically healthy life.
 3. Demonstrate a sense of God's call on your life towards serving those in the community of faith as well as those who don't yet know God.
 4. Understand, respect, and support the vision and direction of Westwood Church
 5. Be in agreement with the Mennonite Brethren Confession of Faith.
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QUALIFICATIONS

EDUCATION: Undergraduate education in elementary education, children's ministry, or biblical/theological studies is preferred. Related organizational leadership/management of teams is beneficial.

Additionally, if the individual does not already have the necessary training, they must be willing to take First Aid Training and hold a current CPR Level C and AED Training while a Westwood Church employee.

EXPERIENCE REQUIRED: Some experience involved in a leadership role in Children's Ministry in a church setting is preferred, but not required.

SKILLS AND ABILITIES:

- Warm relational skills
- Excellent organizational, leadership, and communication skills
- Ability to build and lead volunteer teams
- Strong computer skills proficient with Word, Excel, with a willingness to learn Publisher and ChurchSuite database
- Must be willing to have an RCMP criminal record check

SPIRITUAL GIFTS: Leadership, administration, encouragement, service

SALARY RANGE: \$35,000 - \$38,000 depending on qualifications