

## POSITION INFORMATION:

Position Title:	<b>Children's Ministry Director</b>
Location:	Waterloo, ON
Date:	July 2018
Position Summary:	The Pastor of Children and Family Ministry will coordinate the Sunday programming for children from birth to grade 5 (includes children from English and Mandarin congregations). They will work as a member of the NextGen Team led by the NextGen Pastor who is responsible for the overall Vision, Direction and Leadership. Together this team will lead and integrate a family-oriented discipleship ministry for the children, youth and families of LRC.
Report to:	NextGen Pastor
Classification:	Part-time; 1 year contract with option to renew; 16 hours per week; probationary period required
Remuneration:	Wages established by Leadership Team and reviewed annually.

Duties & Responsibilities:

Task No.	Description	Frequency (%)
PROGRAM		
1.	<ul style="list-style-type: none"> <li>• Minister to the children and families of LRC (English and Mandarin congregations)</li> <li>• Create a safe, nurturing and fun environment for children</li> <li>• Support teachers and small group leaders by assisting in planning and preparation of lesson materials</li> <li>• Teach lessons and/or participate as a small group leader as appropriate</li> <li>• Plan and execute all Sunday morning programming for infants to Gr.5</li> </ul>	60%
LEADERSHIP		
2.	<ul style="list-style-type: none"> <li>• Assist with training, mentoring and developing volunteers from both English and Mandarin congregations</li> <li>• Develop Small Groups where children are cared for through deepening relationships</li> <li>• Effectively use social-media as a tool for communication and connection</li> </ul>	20%
ADMINISTRATION		
3.	<ul style="list-style-type: none"> <li>• Ensure spending stays within ministry budget and guidelines</li> <li>• Ensure accurate attendance is taken and maintained</li> <li>• Create schedule of ministry volunteers</li> <li>• Ensure compliance with Plan to Protect Guidelines</li> <li>• Adhere to the policy and procedures of LRC and agree with <b>LRC's</b> Core Values and Beliefs</li> <li>• Other duties as assigned</li> </ul>	20%

#### Personal Requirements:

- Passionate about children and families
- Ability to thrive in a team based environment
- Engaged with reading, learning and ongoing professional development
- Models an active and growing Christian faith as a disciple of Jesus Christ

#### Skills and Abilities

- Proficient computer and technology skills
- Strong written and verbal communication skills
- Proven ability and passion to lead children and families
- Ability to connect relationally with parents, children and staff
- Proven ability to effectively build and lead teams
- Cross-cultural experience and sensitivity

#### *Equipment:*

This position requires use of standard office equipment.

#### *Working Environment:*

This position requires manual dexterity to perform a variety of routine physical activities (i.e. standing, sitting, walking, light lifting and participating in activities with children).

Hours for this position (16 in total) include Sunday morning (approx. 3 hours) with remaining hours (approx. 13 hours) to be fulfilled at the church during regular office hours (days and time to be determined with supervisor).

The Lincoln Road Chapel Mission, Vision and Statement of Faith may be found on our website at [www.lrc.church/about/mission-vision-beliefs/](http://www.lrc.church/about/mission-vision-beliefs/)

Lincoln Road Chapel welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.