



**JOB DESCRIPTION**

**POSITION INFORMATION:**

<b>Position Title:</b>	<b>LRCKids Director</b>
<b>Location:</b>	Waterloo, ON
<b>Date:</b>	May 2023
<b>Position Summary:</b>	The LRCKids Director will be responsible for LRC's Kids Church and HomeBase Programs; a weekly Sunday morning for children from nursery through grade 5 and a weeknight program for children in grades 1-5. Also responsible for BaseCamp, 4 weeks of day camp in the summer for our community of children grades 1-5. He or she will work with the staff to lead and integrate family-oriented discipleship for the children and families of LRC and its neighbourhood community, with the purpose of discipling children to love and follow Jesus.
<b>Report to:</b>	Lead Pastor
<b>Classification:</b>	Part-time; 20 hours per week (some evening and weekend hours required); probationary period required
<b>Remuneration:</b>	Commensurate with experience and education. Wages established by Leadership Team and reviewed annually.

Duties & Responsibilities:

<b>Task No.</b>	<b>Description</b>	<b>Frequency (%)</b>
<b>PROGRAM – SUNDAY MORNING</b>		
1.	<ul style="list-style-type: none"> <li>• Minister to the children and families of LRC (English and Mandarin)</li> <li>• Plan and execute all Sunday morning programming (in English) for infants to Gr.5</li> <li>• Create a safe, nurturing and fun environment for children, pointing them to follow Jesus</li> <li>• Develop, coach and support a team of volunteer teachers and small group leaders, ensuring they are equipped to effectively help disciple our children</li> <li>• Assist in planning and preparation of lesson materials including, when necessary, finding appropriate curriculum for all ages</li> <li>• Ensure LRCKids is effectively ministering to all children including those with special needs</li> <li>• Being a hands on leader by teaching lessons and/or participating as a small group leader as appropriate, modelling a passion for the children of LRC</li> <li>• Facilitate the participation of the children in the larger community and mission of LRC</li> <li>• Consider how to best engage our children in both in-person and possible virtual formats</li> </ul>	45%
<b>COMMUNITY PROGRAM – HOMEBASE/BASECAMP</b>		
2.	<ul style="list-style-type: none"> <li>• Plan and execute ministry to kids and families via a mid-week evening kids program 'HomeBase', that introduces and nurtures a love for Jesus and His ways</li> </ul>	30%

Task No.	Description	Frequency (%)
	<ul style="list-style-type: none"> <li>• Plan curriculum and activities (HomeBase runs in a particular format now but there is room for creativity in its execution)</li> <li>• Lead and participate in programs</li> <li>• Recruit and support volunteers through training and ongoing conversation</li> <li>• Plan and execute 4 weeks of summer day camp 'BaseCamp' including recruiting volunteers and planning program to help community of kids be pointed towards the love of Jesus</li> <li>• Recruit and hire summer staff to help run BaseCamp program and supervise them in their roles</li> </ul>	
<b>LEADERSHIP AND ADMINISTRATION</b>		
3.	<ul style="list-style-type: none"> <li>• Recruiting, training, mentoring and developing volunteers from both English and Mandarin congregations</li> <li>• Recruit volunteers to help with childcare for events like Newcomer Class, Annual Meeting and others deemed necessary.</li> <li>• Develop Small Groups where children are cared for through deepening relationships, and where faith in Jesus is fostered</li> <li>• Effectively use social-media and online tools for communication and connection</li> <li>• Manage volunteer schedule, online database and attendance records ensuring information is accurate and up to date</li> <li>• Manage ministry budget and ensure spending stays within guidelines</li> <li>• Adhere to the policy and procedures of LRC and agree with LRC's Core Values and Beliefs</li> <li>• Ensure adherence to PlanToProtect and other safety policies and procedures</li> <li>• Revise and update policies as required</li> <li>• Purchase necessary supplies</li> <li>• Other duties as assigned</li> </ul>	25%

**Personal Requirements:**

Spiritual maturity. Models an active and growing Christian faith as a disciple of Jesus Christ  
 Has personal integrity and Godly character, with the heart of a servant-leader  
 Has some or all of the following spiritual gifts: teaching, leading, encouraging, administration  
 Passionate about children and families  
 Ability to thrive in a team based environment  
 Engaged with reading, learning and ongoing professional development  
 Clean police check required

**Skills and Abilities**

Proven ability and passion to lead children and families  
 Understanding of current and effective teaching practices and childhood development  
 Ability to connect relationally and engage with parents, children, and volunteer staff  
 Is able to create a positive environment for volunteers that encourages effective results and increased volunteerism  
 Proven ability to engage in effective conflict resolution  
 Proven ability to effectively build and lead teams. Is able to develop leaders and to lead and coach teams

Cross-cultural experience and sensitivity. Has a heart to work with children and families of varied social, economic, ethnic and spiritual backgrounds. Work with children with special needs an asset

Possesses excellent organizational/administrative skills

Proficient computer and technology skills, experience with Planning Centre an asset

Strong written and verbal communication skills

Bachelor of Religious Education or Diploma in Youth and Family Ministry or equivalent an asset

Camp Leadership or Co-ordination an asset

### **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 (20 weekly in total) include Sunday morning and one mid-week evening with remaining hours to be fulfilled as negotiated with the Lead Pastor.

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.