

Organization Description:

Lincoln Road Chapel (LRC) is a Christian church with English, Mandarin and Ethiopian congregations located in Waterloo Ontario and is a member of the Vision Ministries Canada association of churches. At LRC our mission is: Loving God, Making Disciples, Serving our Neighbourhood, City and the world. Our vision is: To be a Thriving Community of Christ-followers for the growth of the Kingdom of God in Waterloo region and around the world. www.lrc.church

Position Summary:

We seek a part-time LRCKids Director to coordinate the Sunday programming for children from birth to grade 5 as well as give leadership to our mid-week Kids' Club (HomeBase) and our summer Kids' Camp (BaseCamp).

Job Title:	LRCKids Director
Reports to:	Lead Pastor
Classification:	Part-time employment; 20 hours per week; probationary period required
Remuneration:	Commensurate with experience and education. Wages established by Leadership Team and reviewed annually

Job Duties:

Program – Sunday Morning

- Minister to the children and families of LRC (English and Mandarin)
- Plan and execute all Sunday morning programming (in English) for infants to Gr.5
- Create a safe, nurturing and fun environment for children, pointing them to follow Jesus
- Develop, coach and support a team of volunteer teachers and small group leaders, ensuring they are equipped to effectively help disciple our children
- Assist in planning and preparation of lesson materials including, when necessary, finding appropriate curriculum for all ages
- Ensure LRCKids is effectively ministering to all children including those with special needs
- 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
- Facilitate the participation of the children in the larger community and mission of LRC
- Consider how to best engage our children in both in-person and possible virtual formats

Community Program – HomeBase/BaseCamp

- 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
- Plan curriculum and activities (HomeBase runs in a particular format now but there is room for creativity in its execution)
- Lead and participate in programs
- Recruit and support volunteers through training and ongoing conversation
- 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
- Recruit and hire summer staff to help run BaseCamp program and supervise them in their roles

Leadership and Administration

- Recruiting, training, mentoring and developing volunteers from both English and Mandarin congregations
- Recruit volunteers to help with childcare for events like Newcomer Class, Annual Meeting and others deemed necessary.

- Develop Small Groups where children are cared for through deepening relationships, and where faith in Jesus is fostered
- Effectively use social-media and online tools for communication and connection
- Manage volunteer schedule, online database and attendance records ensuring information is accurate and up to date
- Manage ministry budget and ensure spending stays within guidelines
- Adhere to the policy and procedures of LRC and agree with LRC's Core Values and Beliefs
- Ensure adherence to PlanToProtect and other safety policies and procedures
- Revise and update policies as required
- Purchase necessary supplies
- Other duties as assigned

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

Education/Experience

- Bachelor of Religious Education or Diploma in Youth and Family Ministry or equivalent
- Three years' experience in Children's Ministry (volunteer or employment)

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

Working Environment:

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

Hours for this position (20 in total) include Sunday morning and one mid-week evening with remaining hours to be fulfilled as negotiated with the Lead Pastor.

To apply:

Visit www.lrc.church to view the Job Description.

Send cover letter and resume by email to employment@lrc.church or by mail to:

Lincoln Road Chapel
145 Lincoln Road
Waterloo, ON N2J 2N8

Application Deadline: October 31, 2023

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

We thank all applicants for their interest but only candidates being considered for interviews will be contacted.