

## POSITION AVAILABLE IMMEDIATELY

### DIRECTOR OF CHILDREN AND FAMILY MINISTRIES

#### ST. PAUL'S CHURCH, NOBLETON

##### *About St. Paul's*

St. Paul's Church is a congregation of The Presbyterian Church in Canada which roots itself in the evangelical tradition. Begun in 1958, families have always been at the centre of the congregation's demographics and ministry efforts. Our mission, as we seek to fulfill the Great Commission, is to encourage people to connect with God, grow in Christ, and serve in community.

Our worship style is primarily contemporary with elements of traditional hymnody included, and is aimed at making guests feel welcome while supporting longtime followers of Christ in their faith life. We have (in non-COVID circumstances) a children's ministry time for kids from birth to Grade 6 during Sunday worship. There also exist a biweekly ministry for kids from Grade 1 to Grade 6 called "A2J" (All to Jesus), and a weekly ministry for youth from Grade 7 to Grade 12 called "4:12" (from 1 Timothy 4:12). Attendance in all of these ministries, before the pandemic, varied greatly. In the summer, we have a very popular Vacation Bible Camp which we call "Bible Fun Camp" that runs for five weekday mornings, typically in the first full week of July. This camp has been one of the primary 'front doors' for church growth to happen and is very popular in the community, with anywhere from 50 to 75 children from ages 4-12 enrolled each year.

Our current Pastor, Dr. Jeff Loach, has served the congregation since January 2009 and fully supports the importance of family ministry in the congregation, as does the Session (the Pastor and the Elders).

##### *About the candidate*

The successful candidate will:

- Demonstrate a mature, vibrant faith in Jesus Christ as Saviour and Lord;
- Have a minimum of five years' experience in leading children and family ministries in a local church, either as a staff member or as a volunteer;
- Be committed to the historic Reformed understanding of Christian life and thought both personally and in choosing curriculum; and
- Be willing to be fully engaged in the worship and fellowship life of the congregation.

##### *About the position*

St. Paul's seeks a Director of Children and Family Ministries who will oversee the congregation's effort to encourage families to connect with God, grow in Christ, and serve in community under the umbrella of our church. This role is primarily administrative and supportive of the volunteers who will serve and who already serve in various ministry capacities with children and families. Specifically:

##### *In preparation for Sunday mornings*

- Select (with the approval of the Session) and prepare weekly curriculum and necessary resources for volunteer leaders in FirstLink (nursery), NextStep (K-2), and KidzKonnection (3-6);
- Schedule teachers well in advance for each of these groups;
- Facilitate tidy, organized, and decorated learning environments;
- Provide ongoing teacher training;
- Ensure ongoing compliance with our Leading With Care program (a policy protecting children, youth, and vulnerable adults);
- Facilitate an after-worship Bible study with high school-aged youth;
- Provide blessings for children to give to adults during fellowship times, encouraging conversations; and

- Prepare Lunch Bag blessings for each child, each school term.

*Especially during the Pandemic*

- Adapt all curriculum resources for use online and in homes, sending them out electronically;
- Prepare and distribute individual children's worship activities for those who attend in person, and electronically distribute children's worship activities online, coordinating with the Sunday message and/or the curriculum being used; and
- Provide home resources for family worship and service opportunities.

*Contact with Families*

- Email each family connected to the congregation weekly with a 'quick glance' of the material being covered on Sunday, encouraging parent involvement;
- Ensure that the website is updated with resources and ideas for family engagement;
- Lead a "Spiritual Parenting" course for the church and community at least twice each year;
- Provide monthly telephone contact or visits to offer support, prayer and resources to families;
- Prepare and distribute special Christmas, Easter, and summer activities for families;
- Celebrate milestones within families (such as attending kids' activities like plays, championships, graduations, etc.); and
- Facilitate a LifeConnect Group for married couples or couples considering marriage, including child care, should the interest be there.

*Worship*

- Assist with the preparation of a kid-led worship gathering once per year;
- Be visible to the congregation through worship participation, sharing announcements, etc.
- Coordinate a 'reverse Advent calendar' food drive each December; and
- Encourage families, children and youth to participate in the worship life of the congregation regularly.

*Bible Fun Camp*

- Research and select (in consultation with the Session) the curriculum to be used;
- Advertise the Camp through community postings and online sources;
- Recruit and train key volunteers and teen helpers;
- Oversee the preparation of the building for the Camp;
- Engage with families before, during and after the Camp; and
- Assure that music, resources and snacks are ready prior to the Camp.

*Other involvement*

- Consult with A2J and 4:12 in their curriculum selection and resources, as needed;
- Encourage families to make use of the church library and RightNow Media;
- Facilitate a mentoring program where youth and adults in the congregation can connect and encourage one another;
- Aid in linking children and youth with the teams and ministries of the congregation (such as church cleanup day, mission fundraisers, sponsored child, Easter breakfast);
- Oversee the participation of kids in special outreach events (such as Christmas worship, tree lighting, Victoria Day outreach, etc.);
- Establish a leader-in-training program to help children and youth take responsibility for kids younger than them (such as FirstLink, NextStep and KidzKonnection helping/teaching);
- Support LifeConnect Groups through suggestions of study material;
- Ensure that children and youth are engaged on social media where they are;
- Commit to remain up-to-date on current trends in family ministry through online resources, conferences and learning opportunities; and

- Other duties as may be assigned to the Director of Children and Family Ministries by the Session.

***Reporting structure***

The Director of Children and Family Ministries will meet regularly with the Pastor, and will report at least quarterly, in person, to the Session. Other communication with the leadership will happen through the Elder appointed as liaison to Children and Family Ministries.

***Hours and Compensation***

While this job description reads like a full-time position, it is recognized that, in consultation with the successful candidate, the position description may be amended as necessary, and where volunteers may be able to take on various aspects of the role. It is important that there be much flexibility in this job description to move where we see God moving in our community, working together to make this an integral ministry within the congregation. Frequent review and evaluation in every way will take place.

Hours Per Week: 10

Compensation: To be determined

***To apply***

Send a résumé and cover letter by email in portable document format to [jeff@stpaulsnobleton.ca](mailto:jeff@stpaulsnobleton.ca). The deadline is April 1, 2021.