



MALVERN CHRISTIAN ASSEMBLY

6705 Sheppard Avenue East | Scarborough, ON
(416) 284-4853 | www.mcassembly.com

Children's Ministry Pastor/Director

Position Specification:

Full time (Maternity Leave Coverage)

Role:

As a Children's Ministry Director, you will work closely with our Children's Ministry Assistant to create and maintain a safe, Bible-based learning environment for all aspects of ministry to children ages 0-10. This includes, but is not limited to:

- After-School Program (Mondays-Thursdays)
- Sunday Ministries (Sunday School, Preschool, and Nursery)
- Kids' Choir (productions, rehearsals)
- Kids Club (Wednesday Night)
- March Break Day Camp and Summer Day Camp
- Children's Outreach Events (P.A. Days, Graduation, etc.)

Responsibilities:

After-School Program

- Recruit, train & supervise volunteers
- After school pick up from local schools
- Prepare & lead daily Bible based devotions
- Prepare age-appropriate activities for children

Sunday School

- Recruit, train & support volunteers
- Schedules for nursery, preschool & Sunday school
- Prepare and organize SS rooms and resources weekly
- Communicate with parents

Kids' Choir

- Select, plan, organize, and supervise all Children's Productions
- Plan, organize & supervise practices (Sunday mornings, Saturdays in November)

- Work with Children's Ministry team and technical team to prepare children to sing at the following services: Palm Sunday, Mother's Day, Father's Day, and Christmas
- Recruit & supervise volunteers for productions

Day Camps (1 week in March; 8 weeks July & August)

- Recruit, train, organize and supervise volunteers/staff
- Prepare a weekly schedule of activities and events (trips, crafts, etc.)
- Prepare & lead daily Bible lessons
- Ensure proper registration and attendance records are kept
- Daily interaction and communication with parents

Reports To:

The Children's Ministry Pastor/Director will report to the Next Steps Pastor and Lead Pastor.

Remuneration:

Full-time salary with benefits. The duration of this position will be held for a little more than a year (July 2024 – Sept 2025) to cover the Maternity Leave of our Children's Ministry Pastor.

Required Skills:

- Has a proven track record of being innovative and creative.
- Teachable, loyal, prepared and organized.
- Strong work ethic.
- Prior experience in Children's Ministry or working with children would be an asset.
- Knowledge of Plan to Protect

Qualifications:

- Proven experience working with children in a pastoral, teaching, or leadership context.
- Bachelor's degree in theological studies, or in a related field – teaching/working with Children - (or on track to completion), will be an asset.
- Excellent leadership and communication skills
- Proven work ethic and a team player

If you are interested in applying for this position at Malvern Christian Assembly, please send your resume and cover letter to ojohnson@mcassembly.com by **May 27th, 2024**.