

CHILDREN'S MINISTRIES DIRECTOR

October 2021

REPORTS TO: Assistant Pastor: Family Ministries

SPIRITUAL QUALIFICATIONS

Is a devoted follower of Jesus Christ committed to Biblical values.

Lifestyle includes:

- a) Maintaining a consistent personal devotional life
- b) Faithful in stewardship of time and tithes
- c) Caring for his/her physical and emotional health through appropriate exercise and physical activity
- d) Demonstrates a genuine love for people both inside and outside the church

ACCOUNTABILITY

- ◆ Will provide regular progress reports of ministry activities and objectives to Lead Pastor
- ◆ Will prepare an Annual report of Ministry activity
- ◆ Will prepare an Annual Ministry Plan indicating all activities, curriculum, budgets, leadership teams for the upcoming year
- ◆ Will be committed to the core values, policies and procedures of HWC

TASKS AND RESPONSIBILITIES

GENERAL:

- ◆ Give oversight and leadership of ministry to children – Nursery (Age 0-2), Preschool (Age 3 – 5), Grades 1-5 (age 6-10)
- ◆ Develop an annual ministry plan that integrates the overall vision, mission and values of HWC for both in person and on-line ministry
- ◆ Be present whenever Children's Ministry events are in progress (Sunday AM, Tuesday PM, Events throughout the year)
- ◆ Recruit, train, schedule and lead teams of volunteers

- ◆ Provide an environment for children which facilitates learning and encourages spiritual growth
- ◆ Support and partner with parents in the spiritual formation of their child(ren) by providing discipleship tools and resources
- ◆ Ensure that pastoral care is provided for the children who call HWC their home
- ◆ Meet with parents/children as requested and/or when aware of needs
- ◆ Build a healthy rapport with all parents of children who attend HWC
- ◆ Ensure Kids@Harvest Social Media has consistent posting that is in line with HWC guidelines

NURSERY (0-3 years)

- ◆ Schedule and confirm Nursery volunteers for Sunday Services and Events which involve the whole church
- ◆ Ensure that Nursery area is set up and cleaned up at the end of Sunday services
- ◆ Research and select quality children's ministry curriculum that will disciple and engage children

PRE-SCHOOL (4-5 years)

- ◆ Schedule and confirm Pre-school volunteers for Sunday Services and Events which involve the whole church
- ◆ Develop Leaders to serve as Pre-School teachers who engage with children at their level
- ◆ Research and select quality children's ministry curriculum that will disciple and engage children

GRADES 1-5 (6-10 years)

- ◆ Provide leadership and ensure vibrant interactive Sunday Services and Tuesday Discipleship

- ◆ Develop Leaders to disciple children in a creative, engaging and relational way
- ◆ Research and select quality children's ministry curriculum that will disciple and engage children

CHILDREN'S MINISTRY ADMINISTRATION

- ◆ Schedule volunteers for Children's Ministry using Planning Centre
- ◆ Prepare and Maintain attendance/ follow-up records; sign in sheets, registration forms and records
- ◆ Ensure all worker's Vulnerable Sector Police Checks are complete prior to their involvement and updated every 24 months
- ◆ Update and manager the Children's Ministry volunteer list to ensure compliance with Plan to Protect

SPECIAL CHILDREN'S PROGRAMS

- ◆ Give oversight to HWC's Annual Children's Christmas Production
- ◆ Develop and Lead HWC Summer Camp
- ◆ Special Children's Events: Ensure that ministry to children is considered for all special church-wide events in consultation with the Family Ministries Director

ADMINISTRATIVE SUPPORT

- ◆ Conduct some administrative functions that aid the Lead Team's Role
- ◆ Assist with production of weekly midweek updates to be sent out vial Mail Chimp on a weekly basis

OTHER

- ◆ Participate in weekly staff meeting and other ministry related meetings (as required)
- ◆ Contribute and be a team player for church-wide events
- ◆ In addition to the above, the Children's Director is expected to participate in the Sunday morning services as needed, and be available to build relationship after the service

- ◆ Attend the weekly Sunday evening Leaders Meeting for all church leadership
- ◆ Work as a team player with the rest of the staff
- ◆ Other duties as required and assigned from time to time by the Lead Pastor

SUBMIT RESUMES TO: pbegley@hwc.org

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