

Job title	<i>Children’s Pastor + ICO Program Director (Community Outreach)</i>
Reports to	<i>Lead Pastor/Executive Director – Olu Jegede</i>

Job purpose

This full-time position is jointly offered by Christian Centre Church and sister charity Inner City Outreach (same location).

As Children’s Pastor, this person will oversee operations for all child programming for ages birth to Grade 5. They will ensure that the children of Christian Centre, as well as children who are integrated through our outreach initiatives, are disciplined and cared for. This person will manage, recruit, train, motivate and debrief with all department volunteers, ensuring that programs are adequately supervised and executed.

As an ICO program director, this person will also operate and administer programs that help children achieve academic excellence; develop social skills, life skills and leadership skills. The job involves leadership; volunteer/personnel management; program administration, building relationships within the community, and parental support.

Duties and responsibilities

Major Responsibility I: Children’s Discipleship (Christian Centre Church)

- Oversees all Children’s Ministry programming from infancy to Gr. 5, including Sunday School classes for small children, Sunday open session for Gr 1-5, mid-week Family Night, special events throughout the year, and community outreach initiatives
- Recruits, manages, trains, motivates, and debriefs all Children’s Ministry volunteers on an ongoing basis
- Ordering and distribution of curriculum and associated supplies
- Ensures that all volunteer security clearances are complete, up-to-date, and in line with our Abuse Prevention Policies.
- Works in conjunction with Pastoral staff to create and execute community outreach initiatives for children and families
- Strategizes in partnership with Inner City Outreach and other partner organizations to support camps, afterschool programming, and special events on and offsite
- Takes initiative for new and special projects, as requested by the Lead Pastor

Weight of Job 45%

Major Responsibility II: Community Outreach Programming (Inner City Outreach)

- Oversees ICO’s afterschool Homework Club for community children (Mon-Thurs)
- Recruit, train and manage volunteers and placement students as per program need
- Perform necessary administration to run the program
- Collaborate with other ICO Camp Staff as key lead for delivering the annual summer camp program, including promotion to the church and community, hiring and supporting summer staff, planning and executing the camp

Weight of Job 45%

Major Responsibility III: Team Support

- Assist staff team in planning and executing ministerial calendar as necessary
- Assist other staff when possible in achieving their initiatives
- Flexibility and willingness in supporting team initiatives as determined by senior pastor

Weight of Job 10%

All listed responsibilities are subject to change

Qualifications

Minimum Qualifications:

- Must demonstrate an ongoing relationship with Jesus Christ through regular prayer, Bible study and worship attendance
- Passionate about reaching and discipling children
- Excellent team building and managerial skills
- A demonstrable call to serve in church ministry work
- Must be or be willing to become a member of Christian Centre Church
- Must have church ministry experience
- Excellent communication skills
- Ability to work independently, with effective time management and follow through
- A self-starter and a team player with ability to prioritize and meet deadlines
- Ability to keep contacts with church members and others in strict confidence
- Professional and cordial conduct and good interpersonal skills at all times

Assets:

- Experience in a multi-cultural, urban context
- Willingness to stay long-term, and/or move to the community
- Managerial experience in the church, corporate, or non-profit sector
- Ministerial Credentials with the PAOC
- Willingness to take courses in Theology or Children's Ministry
- Abilities in music, dance, or drama
- Camp/VBS experience

Working Terms

- 4 weekdays, plus Sunday (days off may change depending on church events)
- Weekly staff Meetings
- 40 hour salary position

Additional Information

The position will be contracted annually and a review will be done based on the needs of the church and its budget. The position is subject to a performance review semiannually and the person's continuation will be based on the outcome of the review.

Direct reports

Volunteers, Placement students, Summer camp staff

Approved by:	
Date approved:	
Reviewed:	<i>Date when the job description was last reviewed</i>

Ideally, a job description should be reviewed annually and updated as often as necessary.