



Children and Family Ministries Pastor

Job title: Children and Family Pastor
Location: Parkview Church, Guelph Ontario
Terms: Permanent Full Time 40+ Hrs

About us: Parkview Church is a vibrant and growing multiethnic church dedicated to Spirit-empowered discipleship and mission in Guelph and beyond. We are excited about what God is doing in our midst. We are seeing people come to faith in Jesus and we are dreaming of pioneering effective Spirit-led discipleship to reach the city. We serve a diverse church of age and background of 600+.

About the role: The Children's Pastor is responsible for the growth and development of Parkview Kids Ministry (ages 0-11). We believe that Parkview Kids Ministry needs to be of the highest quality. We have a robust team of volunteer leaders (40+) and helpers who support this ministry. A vital aspect of this role is to coordinate and support the team i.e. to train and support those volunteers ensuring that Parkview's Protection Policy and criminal record checks are completed as required. You will be part of a team that encourages fresh, imaginative ways for the children to encounter God in prayer, worship and through the Bible; and encourages prayer for the children's work within the wider church.

Responsibilities: **LEADERSHIP DEVELOPMENT**

Parkview Kids Leadership

- Fulfill role as Team Leader for Kids Ministry (recruiting, equipping, placing and managing team leaders and team members)
- Vision for Parkview Kids
- Discuss facility ideas and strategies as growth continues
- Behaviour management strategies and implementation
- Facilitate transition of children into Jr. High Ministry in partnership with Youth Pastor

Recruit, Train and Equip Team Members

- Communicate with existing team members
- Recruiting, processing applications for and training new team members
- Plan and facilitate semi-annual meetings with each Parkview Kids team
- Lead an annual Parkview Protection Policy training event
- Pastoral visitation with Parkview Kids parents and team members

ADMINISTRATE PARKVIEW KID'S MINISTRY

General Administration

- Schedule all Parkview Kids ministry teams
- Purchase supplies
- Communicate with other staff and Day Care Administrator
- Develop, implement and execute the Parkview Protection Policy
- Oversee incident reporting process and stocking first aid kits in Parkview Kids areas throughout the building
- Plan the ministry calendar; create reports/proposals and implement ideas for Parkview Kids ministry
- Update the Parkview Kids portion of the Parkview website
- Facilitate and lead Tuesday night Kids Program (Kids Zone)
- Develop and maintain annual ministry budget
- Complete monthly credit card statement forms, deposit sheets and other financial documentation

Parkview Kids Sunday Morning Experience

- Oversee Parkview Kids Check In, including all appropriate program information
- Set up each classroom and oversee each leadership team
- Oversee the Resource Room
- Prepare Curriculum
- Maintain ministry equipment such as toys, lanyards, tags, and facility

FAMILY DISCIPLESHIP

Parkview Kids Events

- Day Camps (Hire and Manage summer students – when applicable)
- Gingerbread House Competition

Childcare & Holiday Services

- Church Wide Childcare for Special Events
- Childcare or Ministry for Team Night Events
- Overflow Prayer Childcare for Kids
- Christmas Eve Service, Good Friday Service
- Kids Packs for Family Services (Christmas Eve, Team Member Celebration & Other Family Events)
- Family Information & Childcare for quarterly Welcome/Membership Lunches

OUTREACHES

Kids & Family Outreach Initiatives

- Build community relationships and partnerships
- Easter Egg Hunt
- Sweets and Treats
- Fall Launch Carnival

OTHER

General Tasks

- Serve with staff team to accomplish the vision of Parkview Church including pastoral duties (eg. preaching, baptism)
- Other duties as requested by the Lead/Associate Pastor

Candidate requirements:

Personal Attributes

- Loves Jesus, is prayerful and seeks to walk and minister by the Holy Spirit
- Loves people deeply
- Administratively driven, well organized
- Values being part of a team and empowering others
- Thrives in cultural diversity
- Has a passion for mission and discipleship
- Encourages others in their development and faith

Knowledge and Experience

- A proven track-record of steering projects to completion
- Experience of gathering teams and equipping them to perform effectively
- Experience of working in a busy, multi-faceted organization
- Desired: A theological education from a PAOC accredited Bible college or seminary
- Desired: PAOC Credentials (or the ability to be credentialed)

Skills and Abilities

- A pro-active, confident, completer-finisher able to manage teams of staff and volunteers
- An excellent communicator, bringing clarity in verbal and written material
- An ability to multi-task across a range of ministries
- A confident leader, comfortable in leading large meetings and small groups
- Strong organizational and administrative skills

Contact us to apply

If you have questions about the role or would like an informal conversation with the Lead Pastor prior to submitting a resume or cover letter, please email with your personal details to

jhutchison@parkviewchurch.ca

All interested applicants should submit a resume and cover letter to the Lead Pastor at

jhutchison@parkviewchurch.ca