



# Director of Children's Ministry

## Position Description

North Park Community Church  
1510 Fanshawe Park Road E.  
London, Ontario  
519-457-1400  
connect@northpark.ca

**Mission** To inspire, support and mobilize one another to live like Jesus as a transforming and life-giving presence in our families, communities and the world

**Values** Life Transformation • Gratitude and Generosity • Practical, Relevant Faith • Grace • Living on Mission • Community

**Title** Director of Children's Ministry

**Overview** The role of the Director of Children's Ministry (DCM) is to oversee, develop and implement the Children's Ministry (Preschool - Grade 5) at North Park Community Church (NPCC). This will require a firm grasp of the beliefs, values and strategy of NPCC and the ability to engage with children, parents and volunteers to execute effective ministry programs and objectives.

**Ministry Responsibilities** **1. Modelling Biblical Priorities**  
Responsible for upholding Biblical priorities and core values of NPCC. The DCM should embody a growing relationship with Jesus Christ and model a strong relationship with his or her spouse and children (if applicable). The DCM strives to fulfill his or her purpose in life and ministry while demonstrating integrity in words, relationships and actions. These objectives are accomplished by:

- Committing to a regular quiet time with God
- Attending a NPCC weekend service on a regular basis
- Setting appropriate boundaries with time and relationships to protect character and integrity.
- Develop personal evangelism opportunities within and outside the church
- Adhering to and encompassing the qualities and characteristics required of North Park Community Church employees, as defined by the Team Handbook.

### **2. Program Leadership and Development**

Success in this role will be best accomplished by recruiting and investing in volunteers who will implement the goals and objectives of the ministry. The DCM is responsible to be a consistent "face" to the Sunday morning and mid-week programming at NPCC, providing consistency in leadership in the hallways and classrooms with the desire to create engaging programming environments that both develop leaders and attract interest in children through:

#### **a. Overseeing the Children's Ministry Assistant**

- Help the Children's Ministry Assistant (CMA) develop in faith and practice as a leader.
- Delegate key areas of responsibility to the CMA that will keep programming running smoothly and in line with our vision, mission and strategy.
- Connect weekly with the CMA to clearly communicate and establish desired goals and objectives, track/manage working hours, and conduct bi-annual performance reviews.

#### **b. Volunteer Recruitment and Development**

- Communicating regularly with volunteer teams to help assess present and upcoming needs within the ministry.
- Ensure proper compliance of all volunteers with our Vulnerable Sector Protection Policy. This will be accomplished by working closely with the Family Ministries Administrative Assistant. (FMAA) This includes a ministry application, reference checks, interview, police check and proper training for each volunteer.
- Recruit, support, encourage and train teams of volunteers who will meet the various needs of the Children's Ministry Program. This includes team development practices, resolving issues that arise, listening to, caring about and praying for volunteers on a regular basis.

- Continuing to develop a volunteer 1:1 Support Team (BELONG), helping kids with specialized needs and their families integrate more fully into regular church programming and relationships.

#### **c. Weekend and Mid-Week Programming Oversight**

- The DCM will be responsible for the oversight and implementation of Sunday morning classes, from Nursery through Grade 5, at both Sunday service times.
- The DCM will also promote, organize and lead in our Child Dedication services that happen twice throughout the year.
- Our Preschool Mid-Week programming, for nursery to SK, includes key opportunities of connection for families with preschoolers.
- Our Kid's Mid-Week programming, for grades 1-5 students, has many key opportunities of connection, for example: A Parent/Child Bible Study, Family Connect Events (e.g. Mother/Daughter or Father/Son events), and a preteen program called 4/5 Connect.

#### **d. Curriculum that is Engaging and Educational**

- Choosing curriculum for all weekend and mid-week programming, along with the Pastoral Co-Lead, and organizing the preparation of weekly materials (activities, crafts and games) for effective engagement.
- The DCM strives to help create engaging physical and digital spaces for kids to have fun, build relationship and learn about the love of God and the importance of the church community.

#### **e. Parent/Caregiver Engagement**

- As the "face" of Children's Ministry, you will connect with new families to North Park by sending welcome emails, reaching out with a phone call and intentionally connecting on a Sunday as needed to help new families get connected.

#### **f. Administrative Responsibilities**

- Maintaining accurate student and volunteer attendance records and databases by working closely with the FMAA.
- Communicate regularly with church families and our local community through parent emails, e-news communication, and helping to keep social media and website up to date.
- The DCM will be responsible to ensure all hallway signage is accurate and will manage (organize and stock) all classrooms, storage closets and the resource room.
- The DCM will also sit on the Humble Beginning steering committee as a North Park Staff liaison. Humble Beginnings is a small nursery school that operates independently from Tuesday to Friday mornings from September to June. Sitting on the steering committee will ensure a good working relationship with Humble Beginnings and their staff.

#### **g. Event Planning and Coordination**

- As part of the Family Ministries Team, as well as the overall staff team at North Park, the DCM will assist with organizing and implementing special events and services that directly connect to Children's Ministry. (e.g., Easter, Christmas, Lord Elgin Dinner, Engage Community Event, Family Day, Summer Celebration, 5th Sunday Services etc.)

### **3. Participate as Part of the Multi-Site Staff Team at NPCC**

Being a part of a staff team, the DCM will be required to attend and participate in regular staff meetings, events and activities. In particular, the DCM will be a part of a Family Ministries Team that encourages, supports and assists each other in growing in ministry excellence and personal leadership development. The successful candidate will work best as a good team mate and show a willingness to learn and grow alongside others.

## **Expectations**

- As a leader of leaders, demonstrate a mature, humble, and deep-centred, relationship with Jesus, a love for people, and express a committed plan for personal spiritual growth as aligned with NPCC vision, mission, and values
- Demonstrated ability to work well collaboratively with people in a variety of settings
- Be an encouraging and positive contributor to our vibrant and supportive team
- Effective time management skills and the ability to prioritize work and multi-task
- Excellent written and verbal communication skills and attention to detail
- You will be expected to ensure that our Statement of Faith is supported by your role here
- You will be expected to adhere to the standards of professionalism and conduct outlined in our Team Handbook
- Previous church ministry experience and/or theological education preferred but not required

## **Applications**

- Please submit resume to [connect@northpark.ca](mailto:connect@northpark.ca)