



JAMESNORTH.CHURCH

## James North Baptist Church Position Description

### CHILDREN AND FAMILY MINISTRY DIRECTOR

*“Partnering with Parents to help their kids meet, know, and follow Jesus.”*

James North Baptist Church (JNBC) is a vibrant, multi-ethnic church located in the North End of Hamilton. Our mission is to “join God as His Spirit builds Christ’s kingdom in our lives, neighbourhoods, and city.”

We recognize the vital importance of biblical training for children and parents, as such we do not see children’s ministry as an “entry-level” job or as a “stepping stone,” but rather, we deeply value this high calling of raising the next generation, and the suitable candidate should feel the same.

The Children and Family Ministry Director will oversee ministry efforts to families with children from birth to grade 5. This includes Sunday morning ministries, mid-week programming, summer camps and an outreach soccer league.

#### **Qualifications:**

The ideal candidate will have completed, or nearly completed, a Bible College program or other applicable program, and has demonstrated experience in ministry leadership.

#### **Scope:**

The Children and Family Ministry Director will oversee the church’s efforts to disciple children, partner with and support parents, and equip volunteers within our church and the broader community.

#### **Time Allocation: Full-Time** (open to this being a shared role)

- Ministry Programming: 50%
- Leadership Development: 40%
- Vision & Growth: 10%

(Percentages may vary depending on needs and specific requirements)

#### **Responsibilities:**

- 1) Has a firm grasp of the gospel, with the unique ability to clearly articulate the gospel to children while they shepherd and disciple those God has saved (both from church and unchurched homes)
- 2) Recruit, screen, develop, and equip a team of volunteers for the children’s ministry of JNBC.
- 3) Care for, encourage, and develop the gifts of the ministry volunteers.
- 4) Cultivate a vision and develop Family Ministry within the life of JNBC.

- 5) Can give oversight to the variety of programs JNBC currently offers while discerning when those ministries need to be adjusted, overhauled, or shut down
- 6) Maintain contact with the parents of children within the congregation and community, engaging them concerning issues facing children in Hamilton.
- 7) Attend regular church staff meetings and other church-wide services and functions
- 8) Oversee the areas of the website dedicated to Children and Family Ministry activities, keeping these updated in a timely manner while maintaining a consistent means of communicating with children and their parents.
- 9) Submit and effectively manage the budget for Children and Family Ministry.

**Personal:**

- 1) Maintain a growing spiritual life characterized by personal Bible study, prayer, worship and fellowship.
- 2) Is a high-capacity person who is passionate to serve today's children, impacting their families for Christ.
- 3) Maintain a healthy personal, social, and family life.

**Authority:**

The Children and Family Ministry Director will report directly to the Lead Pastor regarding the spiritual aspects of the position as well as the day-to-day administrative aspects of the position.

**Requirements:**

- 1) The ability to work with adults in leadership development and team building.
- 2) Demonstrate innovative leadership while working as a team player with pastoral staff, ministry volunteers, and the Board of Elders.
- 3) Strong communication, coaching, and organization skills, with proven ability to define and share the vision for family ministries.
- 4) The ability to develop and lead a program that reaches and disciples children in our community.
- 5) Support the By-laws and Statement of Faith of James North Baptist Church.
- 6) The candidate must be a member of, or be willing to become a member of, James North Baptist Church.
- 7) Proven ability to work in a team environment.
- 8) Is self-disciplined and able to work with a minimum of supervision.
- 9) Is legally permitted to work in Canada.