

**SHERIDAN PARK FAMILY CHURCH***2440 Fifth Line W.**Mississauga, ON**(905)823-6520***Position Description - Director of Children's Ministry****Reports to - Lead Pastor****Position - Full Time / 40 hours per week, including Sundays**

The following document serves to detail the general duties associated with this specific ministry position. It is not intended to limit the scope of duties the ministry worker can and may need to perform while employed, rather to highlight the essential duties that the ministry worker would be responsible for on a regular basis.

The Director of Children's Ministry provides leadership, vision, and pastoral care to the children – birth through grade five – and their families within the church. They also provide Sunday morning curriculum for children up to grade eight. This role is more than program oversight – it is a calling to shepherd young hearts, equip families, and raise up a team of volunteers passionate about discipling the next generation. As a member of the lead staff, this person will work closely with church leadership to ensure the children's ministry reflects the theological convictions and mission of Sheridan Park Family Church.

Key Responsibilities***Ministry Vision and Strategy***

- Develop and cast vision for a dynamic, Christ-centered children's ministry.
- Set annual goals and implement strategies that align with the broader mission of the church.
- Create a welcoming and inclusive space that encourages children to explore and grow in faith.

Teaching and Discipleship

- Oversee all Sunday morning children's programming, including large group and age-specific environments.
- Regularly teach senior-aged children and ensure engaging, gospel-centered lessons for all age groups.
- Provide occasional preaching or support during family-focused services, all-ages events, or multigenerational initiatives.

Volunteer Development

- Recruit and train volunteers for various roles within the Children's Ministry, including teaching, childcare requirements, and any administrative tasks (materials prep/ organizational prep/ crafts prep).
- Develop and maintain a volunteer schedule, ensuring adequate coverage for all ministry activities.
- Provide ongoing support and encouragement to volunteers, addressing any concerns or challenges that may arise.

Curriculum Oversight

- Select, adapt, and implement biblically sound, age-appropriate curriculum for each age group.
- Ensure that teaching aligns with the church's doctrinal stance and is both engaging and formative.
- Innovate creative approaches to faith formation for various learning styles and developmental stages.

Family Engagement

- Build strong, supportive relationships with parents and caregivers.
- Offer resources and guidance to help families nurture faith at home.
- Serve as a shepherding presence for children and their families during times of need or celebration.

Events and Special Programming

- Assist in the planning and execution of special events and activities within the Children's Ministry, such as holiday programs, VBS, and family nights.
- Coordinate logistics, including venue booking, supplies procurement, and communication with parents and volunteers.

Integration with Church Life

- Participate as an active member of the lead team, attending staff meetings and collaborating on church-wide initiatives.
- Contribute to Sunday services as needed, including prayers, family moments, or pastoral care components.
- Work with youth and next-gen leaders to ensure continuity of discipleship from childhood into adolescence.

Qualifications

- A committed follower of Jesus Christ with a passion for children's ministry and a heart for teaching.
- Theological training preferred (Bible college or seminary), with pastoral gifting and sound doctrine.
- Strong interpersonal and communication skills, with the ability to connect with children, parents, volunteers, and church staff in a positive and engaging manner.
- Experience in teaching, childcare, or children's ministry, with a demonstrated ability to effectively engage and manage groups of children is highly valued.
- Organizational skills and attention to detail, with the ability to plan, coordinate, and execute ministry programs and events.
- Passion for equipping others and fostering intergenerational faith formation.
- Alignment with the theological beliefs, values, and mission of Sheridan Park Family Church.

Additional Requirements

- Police background check and “Plan to Protect” certification (or willingness to obtain).
- Willingness to work flexible hours, including Sundays, some evenings, and occasional weekends.
- Openness to pastoral accountability and spiritual formation as part of the church staff.

Application Process

- Interested candidates should submit a resume, cover letter, and any relevant references or certifications to **resumes@spfamilychurch.ca**.
- Applications will be reviewed on a rolling basis until the position is filled. Shortlisted candidates will be contacted for further interviews and assessments.
- An up-to-date police check will be required before being formally hired to this position, as well as “Plan to Protect” certification.