



Job Description: Children's Director

The Children's Director will work within the mission and vision of the church to provide pastoral oversight to children from birth to grade 5.

Through discipleship, leadership and programming the Children's Director will work across our Saga Sunday, midweek and Summer Camp programs to see children fulfil God's call on their lives to Live by Faith, be Known by Love and be a Voice of Hope.

Primary Responsibilities:

Discipleship

The Children's Director will build relationships with children, seeking to encourage connections between children, leaders and parents across the church and community.

- Provide leadership to the Spiritual Formation of children.
- Invest relationally in children from the church and summer camp, engaging them in relationship with other children and leaders.
- Initiate opportunities to connect with children, both inside and outside of established church programs
- Where appropriate provide pastoral care, parental support and visitation for children and families.

Program Development

The Children's Director is the leader and provides primary oversight for Sunday morning and midweek Saga programs, ensuring relevant, engaging and age appropriate content.

- Provide leadership, vision and oversight for midweek (Grade 1-5) and Sunday morning (birth - Grade 5) children's programs that are in keeping with the vision and purposes of the church
- Develop and implement programs, including large group and small group content, that meet children where they are.
- Provide a welcoming environment for children and their families who begin to attend the church.

Leadership Development

The Children's Director will supervise, mentor and coach leaders to work with and care for children, ensuring they are resourced and equipped for ministry

- Recruit, train and resource leaders for all areas of children's ministry
- Ensure the care, coaching and empowerment of leaders across children's ministry
- Provide scheduling for leaders that enables them to care for and engage children effectively
- Develop feedback mechanisms for leaders to communicate concerns and challenges

Administration

The Children's Director will ensure that communication, organization and administration are in place to support the discipleship, programming and leadership of Children's Ministry.

- Ensure effective communications with children and parents through e-mail, text, website, flyers and phone.
- Participate in developing and managing the annual schedule and budget
- Ensure continued compliance with Child Protection policies

Summer Camp

The Children's Director will support the Summer Camp, and particularly Day Camp, working alongside the Family Pastor to ensure an engaging and effective Camp.

- Follow up with campers and families as a point of contact between the church and those who attend Saga Summer Camp.
- Speak into and ensure camper spiritual formation for Saga Day Camp
- Working with Directors, develop and implement strategies for behaviour management, lead volunteers in the care of children with exceptionalities and engage in challenging behaviour situations throughout the summer
- Be available to support programming for Saga Day Camp through resources and ideas
- Oversee and lead the extended care team for Chartwell summer camps
- Work with the Summer team to ensure the administration of Summer Camp

Secondary Responsibilities:

- Participate in Sunday Morning services and ministries
- Attend weekly staff meetings
- Meet with a mentor or Spiritual Director on a monthly basis