



## Ministry Job Posting

**Position:** Westhill's Children's Ministry Director

**Purpose:** To provide oversight to Children's Ministry at the RockPointe Westhill's Site. This includes, greeting, nursery/toddler, preschool, and grade school ministry.

This role is primarily about leading, recruiting, coaching and equipping volunteers to reach, teach and nurture children towards a loving relationship with Jesus.

**Reports to:**

- Westhill's Site Pastor
- "Dotted line" relationship with The Children's Ministry & Curriculum Pastor

**Reporting to position:**

- Children's Ministry Volunteers

**Key Collaborators:**

- Members of the RockPointe Children's Ministry Team
- Members of the Westhill's Staff Team

**Core Responsibilities:**

**1. Oversee the Westhill's Children's Ministry**

- **Leadership** - Be the visible leader for all areas of RPC Children's Ministry at Westhill's
- **Implement** - Along with RockPointe Children's Team & Site Teams, ensure plans are implemented for Children's Ministry at Westhill's
- **RockPointe Wide** – Assist in leading forward the children's component of any RockPointe wide gatherings, events or ministry with the Children's Ministry Team and/or Westhill's Site Team
- **Site Specific** - Plan & execute any Westhill's site specific gatherings for families and/or children
- **Manage** - Ensure a system for scheduling lay leaders/volunteers is developed and in place.
- **Connect** - Along with the Westhill's Site Team, develop and implement methods to further engage and connect with Westhill's Families
- **Communication** - Develop and implement a plan for communicating with parents and congregation
- **Safety & Organization** - Ensure safety plans and procedures are adhered to and clearly communicated
- **Clean** - Ensure children's rooms are organized, cleaned and prepared for use.
- **Lay Leadership & Equipping** - Build lay leader teams to move forward ministry, ensuring proper training, teaching and support.

- **Measure** - Ensure effective systems for tracking, metrics & evaluation are built and utilized.

## **2. Children's Ministry Team**

- Engage with the Children's Ministry team at RockPointe, to support, pray, plan and develop Children's Ministry specifics together
- Engage with the Children's Ministry & Curriculum Pastor for support, guidance and resourcing.

## **3. Westhill's Site Team**

- Work alongside the Westhill's Staff Team in planning, prayer and ensuring Site health

### **Principle Qualification:**

- Minimum of 3 years experience (volunteer or paid) in Children's Ministry work, or a related field.

### **Desired Candidate Characteristics:**

- Authentic love for Jesus and active submission to the Holy Spirit.
- Committed to being personally aligned with the vision and values of RockPointe Church.
- Nurtures a passion for building authentic disciples of Christ.
- Is organized, self-motivated and goal-oriented.
- Prioritizes good stewardship practices and principles.
- Ability to solve problems and identify opportunities.
- Is a team player, supports a win/win philosophy, encourages others' ideas and shares credit.

**Licensing:** This employee will be expected to begin the licensing process with the Alliance Canada

**Term:** This position will be a defined term of 1 year (15 hours/week)

**Targeted Start Date:** Wednesday, May 30<sup>th</sup>, 2024

### **Application Process:**

- Please submit resumes to the attention of:

*Ryan Brammer  
Pastor of Ministry Support  
RockPointe Church  
office@rockpointe.ca*

- **Applications will be accepted until the position is filled.**