

Hawkwood Baptist Church in Calgary, Alberta is looking to hire a half-time to three-quarter time (20-30 hour/week) **Children’s Ministry Director** to start between August 20 and September 1, 2020 (negotiable).

Objective:

The Children’s Ministry director will collaborate with the HBC pastoral and ministry team to build and lead a strong, dynamic, and growing family-oriented mentoring ministry focused on reaching children and families with the love of Jesus and turning them into vibrant disciple-making disciples. This ministry is a central component in the growth strategy of the overall ministry of Hawkwood Baptist Church.

Core Responsibilities:

The Director of Children’s Ministry will be responsible for the implementation, development and maintenance of all children’s ministries at Hawkwood Baptist Church. There are three potential job options, which grow in scope according to time and responsibility and are as follows:

Mandatory (20 hours per week)

- Children’s Education (*Sunday School on Sunday mornings*)
- Coordinate Nursery Ministry and schedule
- Develop a team of volunteers to assist with weekly Sunday School & Kids Church
- Ensure all volunteers have a police check (*Plan to Protect*)
- Administrative duties including regular updates to the Senior Pastor, attending staff meetings & monthly Ministry Council meetings, strategic planning, budgeting, purchasing and distribution of curriculum to various program leaders
- Regular contact with team leaders and volunteers providing information and encouragement
- Build, train and mentor a Children’s Ministry team to help accomplish the Vision of Hawkwood Baptist Church
- Oversee Route 456, our tween ministry
- Oversee summer VBS program
- Coordinate special children’s seasonal events (*Easter, Christmas Musical, Grad celebration*)
- Adapt these duties to digital delivery in response to current Covid-19 realities

Preferred (10 additional hours per week)

- Oversee implementation of an existing weekly AWANA Club with 100 students registered and 34 volunteers
- Apply for Canada Summer Jobs grant and oversee summer workers

Characteristics:

- Passionate about your faith and relationship with Jesus Christ
- Passionate about children and their families
- Passionate about sharing Jesus with children and their families
- Spiritually mature and showing evidence of spiritual formation
- An independent worker, self-motivated, self-directed, dependable and enthusiastic
- A team player, works well with others and builds relationships

- Comfort working in a multi-cultural environment

Requirements and Abilities:

- Availability on Sunday mornings required; Monday night availability strongly preferred
- 30+hours per week employment availability preferred
- Knowledge of child development and age-specific educational methodologies for children suitable for use within a church environment
- Creatively communicate God’s Word to children
- Regularly communicate with team leaders, volunteers and families
- Use social media as a means of communication with families and congregation
- Ability to train and develop ministry leaders and volunteers
- Manage time, resources and Children’s Ministry budget
- In agreement with HBC’s statement of faith and willingness to abide by HBC’s constitution, other governance-related documents, and employment requirements/standards
- Able to provide satisfactory criminal record and social services checks in accordance with Plan to Protect policies
- Ability to adapt these requirements and responsibilities to digital delivery in response to present Covid-19 realities

Minimum Qualifications:

- A committed Christ-follower baptized by immersion
- Willingness to endorse HBC’s Statement of Faith and become a church member
- A minimum of 3 years teaching and/or working with children in an educational setting
- Currently regularly attending and active in ministry (paid or volunteer) in a church
- Post-secondary education in a relevant field or equivalent life experience strongly preferred

Process:

Please send your cover letter, current resume, and at least two professional/ministry and two additional personal/spiritual references to Margaret Landra at hbc@hawkwood.ca

Deadline for submission of cover letter, resume, and references is **Wednesday, July 24, 2020.**

We thank all applicants for applying. Applicants will receive notification of receipt of application materials. Only applicants selected for an employment interview will be contacted after initial notice of receipt of application materials.