



JOB DESCRIPTION

CALVARY BAPTIST CHURCH -

Pastor/Director of Children's Ministries

Calvary Baptist Church, Coquitlam is seeking a Children's Pastor/Director (depending on gifting and experience) for our multicultural, multi-generational congregation. We are a church of approximately 180 adults and children. We have a passion for Jesus, God's Word and His people, and a strong commitment to local and global outreach.

The ideal candidate will:

- Be a committed Christian with a clear calling from God to serve as a Children's Pastor/Director.
- Be committed to spiritual growth, biblical education and learning, both personally and in helping children and families deepen their relationship with Christ.
- Have an ability to articulate the gospel clearly to children and their families.
- Have post-secondary education and experience working/volunteering with children.
- Agree with the [Baptist General Conference \(BGC\) Affirmation of Faith, Pastoral Code of Ethics and Statement on Marriage in Canada](#), and [Calvary's Membership Covenant](#). Holds credentials, or be willing to be credentialed, with the BGC.
- Demonstrate strong leadership skills, with the ability to guide and collaborate effectively with volunteers, staff, and families.
- Possess excellent interpersonal, organizational, and communication skills (verbal, written, and digital).
- Have a genuine love for children and their families, fostering an environment where they feel valued and encouraged in their faith.
- Be excited about participating in the life of the Calvary church family (e.g., membership, church events).

Primary Responsibilities

Reporting to the Lead Pastor and working cooperatively with the Calvary staff team, the Pastor/Director of Children's Ministries will oversee and manage ministries that serve children within the church and the surrounding community. This part-time role (20 hours per week - will include some evenings/weekends) includes the following responsibilities:

1. Vision & Leadership

- Develop and implement a clear vision for the Children's Ministry that aligns with Calvary's mission.
- Foster a culture where children feel known, loved, and disciplined in their faith.
- Advocate for the role of children in the church community, ensuring they are included in worship and ministry.

2. Teaching & Discipleship

- Oversee and prepare age-appropriate biblical teaching (Nursery – Grade 5) ensuring it is engaging, gospel-centered, and theologically sound.
- Select and adapt curriculum that supports children's spiritual growth and engagement.
- Encourage parent partnership by providing resources and regular faith-building guidance.

3. Volunteer Recruitment & Development

- Recruit, train, and equip volunteers to serve in children's ministry with excellence and joy.
- Provide ongoing support and leadership development for the children's ministry team.
- Maintain and review annually clear safety policies and procedures to protect children and volunteers (Plan to Protect).

4. Events & Special Programs

- Plan and coordinate seasonal events (e.g., Christmas, Easter).
- Work with the leaders of weekly Boys' and Girls' Clubs to encourage them and ensure their alignment with Calvary's strategic goals.
- Develop and lead summer programming and outreach initiatives (e.g., summer camp, Family Fun Nights).
- Oversee summer intern mentorship.

5. Communication & Collaboration

- Provide consistent communication to parents and guardians (e.g., newsletters, meetings, and social media).
- Collaborate with other staff members on church-wide and outreach activities.
- Connect with community children's ministry networks to learn and share best practices.

6. Care & Support

- Provide support to children, their families and volunteers, offering guidance and prayer (e.g., during times of transition, crisis, or spiritual growth).

7. General

- Develop and work within the annual budget for children's ministry.
- Participate in Staff meetings and retreats.
- Participate in Sunday services, assisting with announcements, communion, or other duties as needed.

THE DETAILS	
Reports to	Lead Pastor - Probation period of 6 months. Regular reviews with Lead Pastor.
Hours	20 hours per week - with evening and weekend work inclusive
Compensation	\$27-32/hr (determined by experience and education)
Benefits	Group benefits plan
	Professional Development Budget
	Application for 3-month sabbatical every 9 years
Vacation	3 weeks/year

How to Apply

To apply, please submit your resume and cover letter to jobs@calvarybaptist.ca. Applications will be reviewed on an ongoing basis. Initial interviews will take place after **April 30, 2026**.