



LIVING WATERS CHURCH

Job Description: Interim Children's Ministry Assistant (Maternity Leave)

Overview

Living Waters Church (LWC) is a healthy and growing church. Over 1,000 people call LWC their 'home church'. We have 5 core values that help guide us: [Authenticity](#), [Community](#), [Generosity](#), [Growing](#), and [Recognizing & Releasing](#). These are foundational to our community.

At Living Waters Church, our Ministry Team is exactly that - a team. We think the best of one another, we celebrate one another, and we work hard together.

- This position is:
 - temporary as it's covering a Maternity/Parental leave, from September 2025 – May 2026
 - part-time up to 15 hours/week (0.4 Full Time Equivalent)
- This role works alongside the Children's Ministry Pastor and is part of our Ministry Team.
- The compensation package includes:
 - 4% Vacation pay
 - Grid-based hourly pay ranging between \$24.45 - \$30.39 based on years of related experience
- Anticipated start date: September 2025
- To apply, please forward a resume to info@lwchurch.ca

Qualifications

This position requires:

- A Christian character above reproach, an embracing of Pentecostal theology (PAOC statement of fundamental & essential truths), and an ability to embody Living Waters' values.
- The ability to set and manage priorities as well as a healthy work-life balance.
- Someone personable, approachable, and patient who can work well within a team setting.
- A person who is highly organized, detail orientated, a self-starter, a good communicator, a problem solver, patient learner with proficient computer skills, and who is capable and willing to lead in their area of oversight.
- A person who loves working with children and seeing them grow into all that God has for them.
- Previous experience working with children is an asset. Education related to children is also an asset.

Responsibilities

Preteen Ministry Leadership (30%)

- Planning all aspects of preteen events, including working with, and preparing volunteers for events.
- Leading weekly Sunday morning preteen class, including working with and preparing volunteers.
- Connecting with preteens and their parents outside of regular events to build relationship and trust for the ministry.

Curriculum Development (30%)

- Prepare curriculum for weekly Sunday morning children's ministry gatherings; curriculum preparation is for children in Kindergarten through Grade six
- Develop and continue sustainable systems to see curriculum prepared effectively and efficiently, developing a volunteer team to assist.

Volunteer Coordination (15%)

- Working together with the Children's Ministry team in developing rotating volunteer schedules in all areas of Children's Ministry
- Assist to recruit and train volunteers for needed roles.
- Respond to changes in scheduling caused by volunteers not being able to serve as scheduled.

Event Support (10%)

- Assist Children's Ministry team in other events outside of job description (i.e. Halloween events, Christmas events, September Kickoff events)
- Provide leadership during Arts Camp.

General Spiritual Leadership – 15%

- Sunday Gathering involvement as necessary
- Participation in Morning Prayer and Team Meetings.
- Supports and contributes alongside the ministry team, within broader church community initiatives, Sunday gatherings, and general church initiatives.