



# Living Waters Church

---

## Job Description: Children's Ministry Director (Administration & Pre-School)

### Overview

Living Waters Church (LWC) is a healthy and growing 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 a permanent, part-time (0.86 Full Time Equivalent) Support Team position with a 30-hour workweek.
- This role partners with the Children's Pastor and children's ministry team, providing general support, administrative assistance, and leadership in the Sunday preschool ministry.
- The compensation package includes:
  - Extended Health & Dental benefits
  - Retirement benefits
  - Professional & Spiritual Growth benefits
  - Vacation based on years of related experience
  - Grid-based salary ranging between \$44,498 - \$55,313 based on years of related experience
- Anticipated start date: February 2026
- To apply, please forward a resume to [info@lwchurch.ca](mailto:info@lwchurch.ca)

# Qualifications

## **This position requires:**

- A Christian character above reproach, an embracing of Pentecostal theology (PAOC statement of essential truths and positions and practices), an ability to embody Living Waters Church values, and who annually agrees to the Ministry Team Code of Conduct.
- A person who is proficient in speaking and writing in English, 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.
- Experience or education related to children is a necessity.
- The ability to set and manage priorities, as well as a healthy work-life balance.
- Someone personable, approachable, and patient who works well in a team setting.
- A person who loves working with children and seeing them grow into all that God has for them.
- A heart to serve and care for the individuals and families of the Living Waters Church community.

# Responsibilities

## **Leadership of Kids @ The Fort – 15% (0.13 FTE)**

- Collaborate effectively with preschool children and partner with preschool volunteers, providing visible leadership across children's ministry, with a particular focus on the preschool program.
- Support, model, and uphold the Child Protection Policy.
- Foster spiritual development in volunteers, children, and families.
- Demonstrate enthusiasm for alignment with the vision of Living Waters Church.

## **Volunteer Oversight – 10% (0.09 FTE)**

- Partner with the Children's Ministry team to recruit, train, equip, and support volunteers in Children's Ministries.
- Provide support in organizing, calling, emailing, and connecting with volunteers.

## **Administration – 50% (0.43 FTE)**

- Prepare and distribute Children's Ministry curriculum and lead small and large groups as needed.
- Partner with team members to prepare and organize communication for families and volunteers, including emails, website updates, and social media (working with in-house Communications Director).
- Maintain the Children's Ministry office, resources, and spaces in an organized and functional way.
- Attend weekly staff meetings to partner with the Children's Ministry team in planning and evaluating programming, taking notes, and helping organize meeting agendas.
- Oversee facility needs by purchasing equipment, decorating, organizing, and maintaining toys and materials.
- Provide relevant information for ministry promotion and support.
- Submit monthly update reports to the Children's Ministry Pastor.
- Record and track Sunday attendance for Children's Ministry.
- Prepare, organize, and send monthly birthday cards for children.
- Maintain and organize criminal record checks, volunteer applications, and child protection policy records.

### **Special Events – 15% (0.13FTE)**

- Assist in organizing and facilitating events such as Fall Kick-Off, Trunk or Treat, the Christmas Children's Program, Christmas Party, Easter celebrations, and other seasonal events.
- Support the planning and execution of a dynamic, high-energy, one-week summer camp experience.

### **General Spiritual Leadership – 10% (0.09FTE)**

- Attend weekly prayer times.
- Participate in bi-weekly All Team staff meetings.
- Participate in special all-team events including Christmas Eve, Easter, and other All Team calls to action).