



Living Waters Church

Job Description:

Program Director – Willoughby Ministries

Willoughby Kids & English Conversation Club

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:
 - 10-month contract position estimated September 2026 to June 2027.
 - Part-time Support Team position with a 24.5-hour work week (0.7 Full Time Equivalent).
- This role is part of our Ministry partners with the Pastor overseeing Willoughby Ministries, with a direct support from the Lead Pastor. This position provides general support, administrative assistance, and leadership in the Willoughby Kids ministry and English Conversation Club.
- The compensation package includes:
 - Extended Health & Dental benefits
 - Retirement benefits
 - Professional & Spiritual Growth benefits
 - Grid-based salary ranging between \$25.06 – \$31.15 per hour based on years of related experience

- Vacation is based on years of experience.
- 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 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 an asset.
- Experience or education related to teaching English as a Second Language is an asset.
- 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 and the Willoughby Neighborhood.

Responsibilities

Willoughby Kids Leadership & Oversight – 42.5% (0.3 FTE)

- Lead and collaborate effectively with children and partner with volunteers, providing visible leadership across children's ministry, fostering spiritual development in volunteers, children, and families.
- Support, model, and uphold the Church Care & Protection Policy, maintaining criminal record checks, volunteer applications, and training.

- Serve on Sundays, as the Team leader responsible for Willoughby Kids
- Lead and collaborate to recruit, train, equip, and support volunteers in Willoughby Kids and provide support in organizing, scheduling, and connecting with volunteers.
- Attend meetings with the Pastor overseeing Willoughby ministries in planning and evaluating programming.
- Prepare and distribute Children's Ministry curriculum and lead small and large groups as needed.
- Maintain the Willoughby Kids storage, resources, and spaces in an organized and functional way – purchasing equipment, decorating, organizing, and maintaining toys and materials.
- Record and track Sunday attendance for Willoughby Kids.
- Assist in organizing and facilitating events such as Trunk or Treat, Community reach events, and other seasonal events.

English Conversation Club Leadership & Oversight – 42.5% (0.3 FTE)

- Provide Team leadership to English Conversation Club by working closely with our ECC lead team, recruiting and training volunteer members, overseeing all promotions, registration, and weekly program.
- Build relationships and trust with those within the Willoughby Neighborhood when Living Waters Church may be able to serve and invest in the future.

General Spiritual Leadership – 15% (0.1 FTE)

- Participate with the Ministry Team in weekly Tuesday Morning Prayer, and bi-weekly All Team Meetings.
- Initiate professional and spiritual growth
- Supports and contributes alongside the ministry team, within broader church community initiatives, Sunday gatherings, and general church initiatives.
- Participate in special all-team events including Christmas Eve, Easter, Volunteer appreciation brunch, Team Day, Ministry Team & Council Retreat, and other All Team calls to action.