

St. Paul's Presbyterian Church

Family Pastor

Our Mission:

To be and make disciples of Jesus Christ.

Our Vision

In five years (In 2024) we are a unified church of 500, on mission in the city, known for our contribution, equipping families and multiplying disciples.

Position: Family Pastor with a focus on children's ministry (fulltime)

Responsible to: Session (Board of Elders) through the Lead Pastor

Team Ministry: the pastoral ministry staff will work together as a team ensuring St. Paul's ministry will be well integrated to avoid ministry "silos".

Main Ministry Goal: The Family Pastor will seek to journey with the young families of the congregation and the community with particular focus on children in keeping with our Mission, "to be and to make disciples in Jesus Christ".

General Work Summary: While carrying out the vision and beliefs of St. Paul's Presbyterian Church, the Family Pastor is primarily responsible for creating, promoting and coordinating children's and family ministries that engage the congregation and the community through a variety of programs done with excellence.

Functional Areas of Ministry (see next section for further details)

- Sunday Morning Children's Program
- Young Families
- Community Programs
- Special Events
- Administrative Duties

Roles, Responsibilities and Tasks:

Sunday Morning Children's Program

- Co-ordinate Children's Programs including nursery during the 9:00 & 10:30 am services during the school year and the 10:00 am service during the summer.
- Recruit & provide training opportunities for teachers and helpers.
- Establish class structure, teaching schedule, and curriculum while providing ongoing support to teachers and helpers.
- Create and maintain a shared scheduling database.
- Ensure proper channels for communication are set up to ensure teachers, helpers, parents and children are properly informed.
- Lead two meetings per year:
 - Professional Development – working on leadership skills with the teachers and helpers, some time in the late fall/early winter.

- Ministry Development – reflecting on the ministry of the past year and plan for the next, some time early spring.
- Empower teachers and helpers in their ministry with the children of St. Paul's to ensure pastoral care is being provided to all members (children & parents) of the children's ministry.

Young Families

- Oversee ministry to young families including:
 - Mentoring and leadership development.
 - Equipping families to live out their faith in an unbelieving society.
 - Empower families to become and grow as disciples of Jesus.

Community Programs

- Recruit, Train and Empower a variety of individuals to provide leadership to Summer Camp (VBS) while being responsible for organization and implementation.
- Choose and provide core curriculum that is in line with the Mission and Vision of St. Paul's and plan program framework so that curriculum can be properly delivered.
- Develop & Empower individuals that will provide leadership to the weekly playgroup providing the necessary support to ensure the program's goals are effectively reached.
- Develop ministries for families within the community.
- Work with the Lead Pastor, staff and Session (Elders) to consider other ways we can effectively live out our vision.

Special Events

- Plan, Coordinate & Implement in-service Children's events (Welcome Home Event, Christmas Program, Easter Program and End of Year Event).
- Plan and Coordinate children's program including staffing for the annual congregational retreat.

Administration

- Attend Weekly staff meetings.
- Oversee the children's check-in system.
- Meet weekly with and report to Lead Pastor who will provide oversight, guidance, mentoring and prayer
- Communicate with the office administrator regarding special requests (i.e. space bookings, website pages, printing etc).
- Manage Children's Database (which would include all relevant information regarding families who attend the Children's Ministry).
- Prepare annual budget & submit to Finance Team for review.
- Track and submit expenses in a timely manner.
- Track weekly hours and general category of associated tasks.

Gifts and Skills Set:

- Degree in Children's and/or Family Ministry, Theology or Biblical Studies.
- Gift of administration, time management and organizational skills.

- Experience in children's ministry or family ministry.
- Gift of discernment to discover and identify the spiritual gifts of others, and to encourage the growth and application of those gifts in the service to Christ and the ministry of the church.
- Skills to engage and disciple people through mobilizing the congregation to actively participate in the church's mission and vision through the Children's Ministry.
- Passion for ministry that emerges from a strong transformational faith in Jesus Christ, and a commitment to the community of faith, expressed through a calling to initiate and oversee meaningful ministries

Leading with Care

- In accordance with the Leading with Care policy of The Presbyterian Church in Canada, the Family Pastor will ensure that all appropriate forms are completed and a current Police Records Check is on file.

Support, Supervision and Evaluation

- Meet with the Lead Pastor weekly.
- Meet with the Staff Relations Committee twice a year.
- Regular review (at least quarterly) of goals with the Lead Pastor.

How to apply:

Please send résumé with covering letter to:

Grant Wilson at:

grant@stpaulspcottawa.com

or

971 Woodroffe Ave
Ottawa, ON K2A 3G9