



7 King Street West, Stoney Creek, Ontario L8G 1G7
Phone: 905.664.6043 • Web: www.cheynechurch.com
E-Mail: office@cheynechurch.com

Cheyne Presbyterian Church Children and Family Ministry Director / Pastor Job Description

Purpose of the Role

The primary purpose of this role is to serve God through ministering at Cheyne Presbyterian Church by directing Sunday morning and weeknight programming for children (Nursery-Grade 5) and their families.

Leadership:

- Help cast vision for Sunday AM program and Mid-week evening program (Fusion), including curating and choosing curriculum.
- Once a year, do a review of the curriculum to ensure it is meeting desired outcomes.
- Create worship, prayer, learning and activity experiences for preschool and elementary spaces that suit their age and stage.

Volunteers:

- The candidate should be a team player, building a healthy and active team culture with volunteers.
- Recruit and connect with volunteers regularly to disciple and develop leaders for nursery, preschool, and elementary (Nursery-Grade 5).
- Empower people to take ownership of their ministry spaces.
- Have regular meetings with volunteers to inspire, evaluate and plan together.
- Have 1-2 training opportunities for volunteers each year
- Volunteer appreciation (Christmas and in June).

Administration:

- Format and adapt curriculum for preschool and elementary for each month, working several months ahead at a time. Once a year, evaluate the curriculum to ensure it is meeting desired outcomes.
- Supporting volunteer teams by printing and preparing classroom supplies on a weekly basis.
- Scheduling all volunteers for ongoing ministries and events. This includes filling in gaps when people are unable to fulfill their commitments.
- Send out weekly reminders, with lessons attached, to all volunteers who are scheduled.

- Coordinating with our office admin to ensure that all volunteers have current Vulnerable Sector checks and are appropriately onboarded (up to date with Leading with Care policy, emergency plans, etc).
- Ensure volunteers have the appropriate resources to run their classrooms.
- Restock any supplies classrooms need weekly and do any shopping and ordering as needed.
- Make sure the resource room and storage rooms are cleaned out and updated once a year.

Environment:

- On Sundays and Wednesdays: Arrive early to set up preschool, elementary classrooms, or recruit a setup team.
- On Sundays and Wednesdays, check in with all areas / spaces to ensure all material needs are met (i.e., no tech troubleshooting is needed, etc.).
- Annually evaluate spaces to determine if they require a refresh, new design, upgrades, or other improvements.

Planning Kids and Family Events:

- Create a calendar for the year of events:
 - Possibilities may include a Summer Kids Camp and various seasonal events (e.g., Thanksgiving, Halloween, Stoney Creek Santa Claus Parade, Christmas Party, Easter, etc.).
- Plan and create enriching programs for children during high season celebrations, such as (and not limited to) Christmas (Eve and Day) and Easter weekend
- Work with church leadership to create and lead enriching children's programming for special events (such as Retreats, Seminars, conferences, etc.)

Resourcing for Families:

- Create and innovate new ways to engage parents and provide resources for use at home with their children.
- Planning and initiating events to equip and engage Parents.
- Work with our librarian to recommend resources for children and caregivers in the church library.

Kids Check-in Station:

- Setting up and tearing down the check-in station on Sunday mornings and Fusion evenings
- Ensure the station is stocked with printing supplies, connection cards, and any other necessary items.
- Utilize Planning Centre to keep up-to-date information regarding families, programs and demographics.



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Additional:

- Create an annual budget for the Children's Ministry.
- Check in with the Senior Pastor on a regular basis for support and feedback (Senior Pastor will give guidance but not be directly involved in executing events).
- First Aid / CPR 'C' / AED certification is an asset and highly recommended.

Qualifications Desired:

- Demonstrates a life that reflects a growing and vibrant relationship with Christ (daily habits, Cheyne church attendance, service, has shown regular engagement in church community, etc).
- Theologically aligns with the statement of faith of Cheyne Presbyterian Church.
- Theological education preferred.
- Experience working with children & families.
- Administrative and organizational skills.
- Communication and interpersonal skills.
- Leadership Experience (work, volunteer, or at church).
- This individual should be prepared to work in an environment where collaboration and teamwork are essential and highly valued.
- Proficiency in using/learning digital media and platforms for administration and communication (Eg, Planning Centre, Proclaim, Google Drive, Dropbox, Canva, Facebook, Instagram).
- Flexible and adaptable to changing work environments and times, depending on the needs of the ministry.

Job Details:

- **Hours of Work:** 40 Hours per week
- **Annual Wage:** To be determined based on experience and qualifications.
- **Reports to:** Senior Pastor and the Elders' Session
- **Work Environment:**
 - Must attend weekly staff meetings (Time and day TBD)
 - Attend Elders' Sessions (bi-monthly)
 - Be present on Sunday mornings and Mid-week programs (excluding time off).
 - Work from the church office three days a week (flexibility to work from home as necessary. Workday hours may vary according to the needs of programs and meetings).

References:

- Please provide references from former supervisors or leadership from your current church.

Apply by Email: office@cheynechurch.com

Application Deadline: Monday, October 20, 2025