

Job Description

Children's Pastor Maternity Leave
Warden Full Gospel Assembly
www.wardenfullgospel.com

Warden Full Gospel Assembly began as a small church serving the German community in 1954. Since then, we have grown to a multi-ethnic, multi-generational vibrant church community. We are situated in Scarborough and we hope to be a light in the community that surrounds us.

Remuneration:

18 Month, Part Time Contract (15 - 20 Hours Per Week)

Possible Start Date: June 2019

Responsibilities:

1. Administration
 - a. Maintain children's attendance records
 - b. Run children's check in system
 - c. Budgeting for children's ministries, including expenses
 - d. Keeping of volunteer records and background checks
 - e. Scheduling of volunteers
2. Volunteers
 - a. Screening and gathering of new volunteers
 - b. Plan to Protect training and implementation
 - c. Appreciation of volunteers
 - d. Meeting with volunteers for mentoring and planning
3. Programs
 - a. Sunday ministries for babies to grade 6
 - b. Maintaining classrooms and children's areas
 - c. Picking out curriculum and teaching
 - d. Preparing materials for each classroom weekly
4. Outreach and Events
 - a. Running and organizing Primetime school outreach
 - b. Family Events (Movie Nights, March Break Events, etc.)
 - c. Kids Camp - Leading and organizing a one week overnight children's camp
5. Participation in Services - Occasional as Needed
 - a. Announcements
 - b. Communion
 - c. Baby Dedications
 - d. Speaking
6. Pastoral Care
 - a. Visiting of sick or hospitalized children
 - b. Visiting new born babies
 - c. Meeting with volunteers for pastoral care needs

Send resumes to sarah@wardenfullgospel.com