



Director/Pastor of Children's Ministry (Part-Time 8-10 hrs/week)

Location: Hope City Church <https://hopecitychurch.org/>

Hope City Church is a welcoming community of approximately 120 people, seeking to live out our mission to love God, love people, and make disciples. We are looking for a **part-time Director/Pastor of Children's Ministry** to join our team to lead and oversee Children's Ministry, comprised of Babies to children in Grade 5.

About the Role

The Director of Children's Ministry will:

- Recruit and screen new volunteers in the Hope City Kids ministry
- Schedule, train and develop volunteers (have 2 meetings annually with the team)
- Conduct annual ministry evaluations with volunteers
- Choose curriculum, prepare materials, plan and/or teach Sunday morning's Kids' Church (i.e. large group, small group, crafts), for preschool, primary (K-Grade 3), and intermediate (Grade 4-5), providing support to volunteers as needed
- Coordinate with logistics team to set up space for babies/toddlers during worship service
- Plan and coordinate Baby & Parent Play dates and quarterly children's group activities
- Organize special days for children and families (Fall Launch, Thanksgiving, Christmas, Easter, Mother's Day, Father's Day, Baby Dedications, etc.)
- Ensure a safe and nurturing environment for both teachers and children, in alignment with Hope City's **Child Protection Policy**, including maintaining current criminal record checks for all volunteers
- Participate in staff meetings once a week for ministry updates and collaboration
- Participate in leadership meetings once a month
- Develop relationships with the children, mentoring and guiding them in their faith
- Communicate consistently with parents about programming, children's development, and upcoming events, offering support in their role in spiritual development
- Manage children's ministry budget, supplies and other related administrative tasks

- Work collaboratively with lead pastor, elders, deacons, staff, and volunteers to pursue the mission of Hope City in our local context.

Qualifications

- A growing, vibrant relationship with Jesus Christ.
- A clear sense of calling to children's ministry and discipleship.
- Experience working with children and families in a church or ministry context.
- Strong relational and communication skills.
- Demonstrates initiative as a self-starter, proactive in identifying needs, anticipating challenges, and taking action as necessary.
- Ability to work collaboratively with a team in a small-church setting.
- Formal theological education (degree or diploma) is preferred but not required if balanced by ministry experience.
- Agreement with the mission, vision, and theological positions of Hope City Church.
- Criminal Record Check required if hired

Compensation & Benefits

This is a **part-time role (8–10 hours/week)**. Compensation will be provided as **hourly pay**, based on experience and qualifications, and in alignment with our church's budget and the Evangelical Free Church of Canada guidelines.

- **Hourly Rate:** \$20–\$35/hr, commensurate with experience and education
- **Vacation:** 4% vacation pay in lieu, as per BC Employment Standards
- **Benefits:** This position does not include extended health or dental benefits due to its part-time nature

Note: This position may be combined with the Director of Youth Ministry role.

To Apply:

Please send your **resume**, a **cover letter** describing your faith journey and ministry vision, and at least **two references** to info@hopecitychurch.org

Please note that this position can be combined with the Director of Youth Ministry position

Applications will be reviewed on a rolling basis until the position is filled.