

Banwell Community Church
2400 Banwell Rd.
Windsor, ON
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hr@banwellchurch.org



Ministry Opportunity

Children's Ministry Director (Part -Time)

1) Overview

Banwell Community Church (BCC) is prayerfully seeking a Part-Time Children's Ministry Director who will work alongside our church leadership and ministry volunteers in advancing the mission and vision of our church. Our mission is simply to fulfill the Great Commission given by Jesus in Matthew 28 and our vision is to see all people growing to maturity in Christ.

BCC is a mid-sized church with over 200 active members, 200 adherents and an average Sunday attendance of between 275-300. BCC is a theologically conservative, evangelical Baptist church, affiliated with the Canadian Baptists of Ontario and Quebec (CBOQ). The church is currently staffed by a Lead Pastor, Associate Pastor (Starting August 2025), an Administrative Assistant, and a Caretaker. Due to recent growth in the Children's Ministry, we are seeking a Part-Time Christian Education Director to oversee and develop this ministry.

Located along the booming Banwell Road corridor, our church building is in a prime location to see future growth. As the community is growing, so are our facilities with the recent completion of a 10,000 square foot Community Outreach Centre. This has added a gymnasium, kitchen, and program space to our building to facilitate further ministry in our growing community.

The Children's Ministry Director role will have a primary focus on children and their families as they interact with our weekly ministry programs. This role will come under the supervision of the Lead Pastor and report to the Christian Growth & Nurture Committee.

2) Advertisement Duration

This advertisement will remain active until a candidate is selected. The BCC Board of Directors will close the advertisement upon hiring.

3) General Accountability

The Christian Education Director will be responsible for the oversight of all children's ministries at BCC, with the potential for additional ministry responsibilities. The individual will collaborate with the Pastoral Team to foster a Christ-centred culture in the family unit and must be willing to align with the Lead Pastor's vision.

4) Background Information

Family-focused programs at BCC (e.g., Nursery/Preschool, Children's Church, Kingdom Kids, Youth Group) are currently coordinated by a dedicated team of volunteers. The Children's Ministry Director will have the freedom to envision, plan, prepare, and implement Christ-centered programming. The current volunteer base consists of approximately 40 individuals across children's ministries.

Our Children's Ministry consists of the following programs:

- Sunday Morning Children's Church with approximately 50 children attending.
- Kingdom Kids (Our mid-week program) with approximately 30 children attending.
- Vacation Bible School (VBS) with approximately 30 children.
- Seasonal Family Events: with approximately 12- 15 families attending.

5) Organizational Structure

This position reports primarily to the Lead Pastor but will also provide monthly updates and expenditures for approval to the Christian Growth & Nurture (CGN) Committee. Any work-related grievances should be directed to the Human Resources (HR) Committee.

6) Primary Roles & Responsibilities

The Christian Education Director will:

- Develop and oversee Children's ministry programs (e.g., Nursery/Preschool, Children's Church, Kingdom Kids, and seasonal special events)
- Oversee the Nursery/Preschool, Children's Church, and Kingdom Kids volunteer teams and collaborate with them for ministry improvements
- Manage the Plan to Protect Program, ensuring all volunteers complete the required vulnerable sector (police) clearances and are following the program. Oversee the sign-in and registration procedures and coordinate with the security team.
- Maintain "Serving in Ministry" applications and uphold conduct/code of ethics policies
- Recruit and schedule children's ministry volunteers, stepping in when needed
- Develop a volunteer handbook (with a role description and volunteer resources) for those interested in serving in family ministries
- Attend weekly staff meetings and provide monthly updates at CGN Committee meetings
- Follow the annual budget for Christian Growth & Nurture, ensuring proper financial documentation and providing input with CGN on budgeting plan.
- Communicate with families and promote programs & events (via e-mail, social media)

7) Secondary Roles & Responsibilities

The Christian Education Director may also:

- Participate in monthly vision meetings with the Pastoral Team to assess spiritual growth milestones
- Provide technical support for staff and volunteers (e.g., IT setup, video streaming, AV equipment)
- Ensure classrooms are prepared for Sunday services, verify volunteer attendance, and coordinate schedules for Children's Church and security teams
- Teach or assist in Sunday classes as needed
- Maintain inventory of supplies for children's ministries.
- Submit quarterly reports to the church's News and Views publication (if applicable)
- Plan, promote, and recruit volunteers for VBS (summer), Kingdom Kids (weekly), and seasonal family events.
- Communicate with volunteers and staff regarding weekly lesson plans and ministry needs

8) Education & Experience Expectations

Candidates must possess the following qualifications:

- At least one year of leadership experience in children's or youth ministry
- At least one year of exposure to family ministry
- Five years of active church involvement since their profession of faith
- Three references, including one from a church representative, validating the candidate's suitability and character

9) Compensation & Benefits

- **Compensation:** \$20-25 an hour depending on qualifications and experience
- **Benefits:** Pending permanent position and/or one year of employment with increase in hours.
- **Vacation Time:** Vacation time must be requested and is subject to mutual agreement with the Lead Pastor, HR Committee, and CGN Committee.
- **Mileage Allowance:** Reimbursement for church-related mileage at \$0.60/km (log required)

10) Work Schedule & Term

- Flexible work schedule, coordinated with the Lead Pastor, HR Committee, and CGN Committee
- 15 hours per week contract with the possibility of the role expanding to include more hours and/ or to become a permanent position following a 6 month review.

11) How to Apply

Interested candidates should submit a resume and cover letter to Barb at: hr@banwellchurch.org