

CANADIAN BAPTISTS OF ATLANTIC CANADA
Ministry Opening

CHURCH / MINISTRY ORGANIZATION

Middleton Baptist Church
111 Commercial Street
Middleton, Nova Scotia
B0S 1P0

<https://www.middletonbaptist.com>

AVERAGE SUNDAY ATTENDANCE

200 or above

PASTORAL POSITION

Interim Director of Children's Ministries

Temporary: Maternity / Paternity Leave

REQUESTED CREDENTIALS

Open to various credentials

POSITION DESCRIPTION

CLOSING DATE

Flexible: open for applications until the position is filled

SEND RESUME / CV TO

pastor.dannysmith@gmail.com

Interim Director of Children's Ministry

Role: To facilitate and oversee ongoing children's ministry activities, events, and ensure a safe and fun learning environment for children to grow in their knowledge and love for God, foster a welcoming environment, and engage families. The director of the children's ministry will oversee children ages birth through 5th grade. To connect with families within Middleton Baptist Church, and grow deeper connections within our community as a whole through programming, special events and building relationships.

Term: Approx. 13 months, beginning April 7, 2025

Hours: 25 hours a week*

Supervisor: Pastor Danny Smith

Responsibilities:

- Programming and oversight
 - Prepare and execute Sunday morning children's programming (prepare lessons for each class, snacks, supplies, tech. etc...)
 - Ensure a safe and fun environment
- Volunteer Recruitment and training
 - Recruit, train, and support a team of volunteers to assist with children's ministry programs and events
 - Scheduling volunteers
- Family Engagement
 - Build relationships with children and their families
 - Providing resources to parents to help spiritual growth of families
- Administration
 - Manage budget and use of resources
 - Communicating weekly with parents and volunteers through e-mails, phone calls, facebook group, or in-person meetings
 - Maintain a secure and safe environment by implementing child protection policies and background checks for volunteers including organizing a training twice a year for volunteers
- Special Events and outreach initiatives
 - Plan and lead seasonal events such as Kids Camp, March break day camp, trunk-or-treat, and other special family and community events
 - Planning and executing the Half-day program

Qualifications:

This position requires previous experience working with children and a passion for helping children grow in their faith. The successful individual will be a leader with a willingness to serve, works well with others, able to lead and direct others, and a deep care to see children and our community impacted by the Gospel of Jesus Christ. Flexibility in schedule to serve Sunday mornings, weekday preparation, and occasional evening or weekend events. Education in Biblical studies or Christian education would

be an asset. The successful candidate should demonstrate a mature and growing faith in Jesus as Lord and Savior of their lives. The candidate should also be in agreement with Middleton Baptist Church's doctrinal statement, constitution, wedding policy, and Abuse Prevention Policy. As well, they will require a Criminal Record Check (with Vulnerable Sector Check) and a Child Abuse Register Search.

*We currently allocate 40 hours per week to children's ministry staff and this remains in effect until July 31, 2025. The additional 15 hours per week will be covered by other staff. There is the possibility that for a portion of the year (April-September, 2025) this Interim Director position could be a full-time (40 hours per week) position should the successful candidate be interested in this. A decision on the number of hours (in addition to 25 hours/week) allocated to children's ministry beyond July 31, 2025 will be made at our annual meeting on February 23, 2025.

Interested candidates should submit a resume, cover letter, and references to pastor.dannysmith@gmail.com. Job will remain open until filled with a suitable candidate.

Middleton Baptist Church
(902) 825-3537
111 Commercial Street
Middleton, NS, B0S1P0

Events for 2025/2026

April

- Palm Sunday
- Easter Sunday
 - Kids invite friends to special kids event during service

May

- Half-day program 7th

June

- Half-day program 4th
 - Include BBQ for families to stay after pick-up to connect
- Plan end of year Family event (family night)

July

- Kids Camp 21-25
- Kids Camp Sunday 27

August

- Prepare for September kick-off
- Ask Melissa Westcott for half-day dates for 2025/26
- Prepare for the fall programming

September

- Fall Church Kick-off
- Kick-off to ministries
- Plan for fall half-day programs

October

- Trunk-or-treat

November

- Prepare for family christmas event

December

- Family christmas event

January

- Kick-off new year

February

- Prepare for march break day camp

March

- March break day camp

April

- Easter

Weekly Tasks

Weekly

- Staff meeting
- Send emails to parents and volunteers (elementary/preschool)
- Print off and prepare curriculum for elementary and preschool
- Connect with any new families who attended Sunday OR need to be connected with
- Planning Centre volunteer scheduling for the month
- Proclaim slides for elementary and preschool curriculum
- Gather items needed for activities and set up classrooms
- Prepare for any upcoming events
- Clean up from Sunday

Sundays

- Arrive at 8:30/9am
- Set up gym
- Set out preschool chairs
- Set up preschool tv
- Make sure nursery is tidy
- Prepare snack for preschool and elementary classes
- Make sure elementary and preschool spaces are ready to go