



JOB DESCRIPTION

Position: Children's Ministry Coordinator

Location: Wyoming Baptist Church, Wyoming, Ontario

Duration: Full Time

Reports To: Lead Pastor

Job Overview

In light of our church mission—a people becoming a loving expression of Jesus, serving Lambton County—the Children's Ministry Coordinator (CMC) is responsible for leading and growing a vibrant, Christ-centered ministry for children from birth through grade five and beyond. The CMC will design and oversee programming that nurtures the spiritual development of children both within our church family and in the broader Lambton County community.

Working closely with the Discipleship Team and the Pastor, the CMC will help shape a cohesive vision for lifelong discipleship, establishing a pathway that connects early childhood ministry with our youth programming and beyond, ultimately supporting faith formation from infancy through to college age. This role also emphasizes building strong relationships with families, equipping parents as primary faith influencers, and fostering a welcoming environment that encourages new families to engage and grow in faith together.

Scheduling

This is a full time position that requires some flexibility as there will be peaks and troughs in time expense throughout the year. We expect the CMC to serve the Children's Church on a Sunday, 3 times per month and know that there will be expanded time commitments through any special programming.

Roles & Responsibilities

Administrative Duties

- Lead the planning, implementation, facilitation, monitoring, and evaluation of Nursery (ages 0–3), Children's Church (JK–Grade 5), summer camps, and other children's outreach programs.
- Create and maintain schedules for Nursery and Children's Church volunteers and programming.
- Develop and manage an annual ministry budget for all children's programming, including Sunday School, Nursery, and special events.
- Ensure all administrative responsibilities are met, including adherence to the Wyoming Baptist Church Child Safety Policy.
- Maintain up-to-date records of volunteer Vulnerable Sector Checks.
- Oversee the onboarding and training of volunteers, including initial child safety training and annual policy refreshers.
- Collect and maintain General Consent and Media Release Forms for all participating children.
- Promote children's ministry programs within the church and to the broader Lambton County community.
- Prepare written updates and reports for regular Church Business Meetings.

Ministry Engagement

- Create a safe, inclusive, and welcoming environment where children are encouraged to encounter Jesus, grow in their faith, and develop a strong foundation in Scripture.
- Build personal and spiritual relationships with children that reflect the love and character of Christ.

- Support the recruitment, training, encouragement, and retention of children's ministry volunteers.
- Attend Elders, Deacons, and Church Business Meetings as required to represent and advocate for the children's ministry.
- Collaborate with the Lead Pastor to develop children's curriculum that aligns with the broader preaching and discipleship strategy of the church.
- Pursue ongoing spiritual, professional, and leadership development with the support and guidance of church leadership.

Visioning and Growth

- Cast a vision for a cohesive discipleship pathway that connects children's ministry to youth and young adult programming, supporting spiritual growth from birth through to college age.
- Strategically expand children's programming by identifying new opportunities for outreach, family engagement, and community connection.
- Develop and implement new events and initiatives that reflect the evolving needs of the church and surrounding community (e.g., midweek programs, seasonal events, parent-child workshops).
- Partner with the Youth Leaders to foster a healthy transition for children moving into the youth ministry, building continuity and connection.
- Regularly evaluate existing ministry offerings and propose adjustments or additions to better serve children and families.
- Encourage innovation by incorporating your own gifts, passions, and ministry experience into new initiatives that enrich the church's vision and mission.
- Prayerfully lead with a long-term perspective, imagining what a growing, vibrant children's ministry could become in the years ahead.

Qualifications & Educational Requirements

- Personal orientation to Jesus Christ as Lord and commitment to build programming and instruction upon the core values of Wyoming Baptist Church.
- Post secondary education in the area of Christian theological studies or a willingness to seek training in a related field is preferred.
- Possesses a passion for Christ-centred discipleship of all children.
- A minimum of one year experience in children's programming work.
- Strong interpersonal and leadership skills.
- Demonstrated communication, budgeting, and organizational skills.
- Proficient with Google Drive, Microsoft Office, and Planning Centre.
- Must be a minimum age of 18, eligible to work in Canada, and complete a Vulnerable Sector Check.
- Standard First Aid and CPR or a willingness to seek training.

Total Compensation

- Yearly Salary starting at \$50,000 p/a with Benefits in line with the CB Benefits plan provided through Canada Life

Policy

All employees of Wyoming Baptist Church must complete and maintain training per the Ontario *Occupational Health and Safety Act and Regulations* upon hire.

All employees of Wyoming Baptist Church must review and follow the Policies and Procedures published by Wyoming Baptist Church.