

Parental Leave Coverage - Director of Children's Ministry

October 2026 - Oct 2027

30 Hours a week

Position Overview: Forward Baptist Church is a diverse congregation serving the Lord in the heart of Toronto for 107 years. The director of the Children's Ministry will oversee all programming for kids and families from Birth to grade 6 and provide oversight, vision, direction, and leadership to the children's ministry. We desire a Gospel-Centered Children's Ministry that will assist and equip parents, disciple children, and guide children in their journey and relationship with God. We also desire to reach children outside our Church with the Gospel through various programs and events. As you lead the Children's Ministry, you will utilize your skills in strategic planning, team building, and pastoral care to foster a vibrant ministry that points children and families to Jesus.

Requirements:

- A mature follower of Jesus Christ with character consistent with 1 Timothy 3:1-13
- Authentic lifestyle demonstrating consistent character and spiritual growth
- Agreement with Forward Baptist Church's statement of faith, church covenant, and policies
- A commitment to the mission, vision and leadership of Forward Baptist Church

Responsibilities:

Sunday Children's Ministry

40%

Planning, recruiting, scheduling, volunteer recruitment, and training for all Children's Ministry programs.

- Sunday Morning Programs (Age 0 - Grade 5)
- Sunday morning Kid Services (1 Month)
- Monthly Kids Prayer Meeting, Summer Family Scripture Challenge
- Recruit and train a leadership team for various ministries
- Help develop strategy and vision to grow this ministry

Intern Supervision - Summer

5%

In consultation with your supervisor, you will assist in overseeing Forward's various "Interns" throughout the calendar year.

- Assist in Onboarding, Training, mentoring and disciplining interns
- Oversee weekly tasks and distribution of tasks for the interns
- Maintain an up-to-date training and task manual for all interns' work
- Help oversee larger intern projects as they are assigned (ministry appreciation gala, street Parties, summer camps, PA day camps, plays, etc)

Above the Beach

10%

Supervise and participate in weekly drop-ins for parents and caregivers and children from Birth to age 4. Ensure that Center Check-Ins are fully implemented. Oversee the running of the program, snacks,

set up, and connecting with parents. This is an outreach ministry meant to connect with the community to share the gospel and get families connected to the Church.

Summer Camps

10%

Plan and develop Summer camps at Forward. In consultation with the supervisor, plan camps, create a yearly plan, and establish their purpose and goals.

- Plan each camp thoroughly.
- Oversee each camp so that it is gospel-centred
- Oversee curriculum and schedules
- Recruit and train volunteers.
- Oversee registration payments and communication.

Jr Youth

5%

A monthly program on a Friday evening (September - June) from 6:30 - 8:30 pm for children in grades 3 - 6. You are responsible for planning and running this program. Ensuring leaders, snacks, and bible lessons are all in place.

Discipleship / Mentoring / Counselling

5%

Meeting with various church and community members for counselling, prayer, discipleship, or mentoring. The supervisor must approve ongoing regular meetings with the same individuals.

Other areas of Ministry Involvement:

15%

- Ensure all children's programming at Forward is following our Child Protection policy. Ensure police Checks and training are happening and being tracked in a way that can be shown.
- FoodBank, community events
- Involvement with funerals as needed
- Christmas/Easter performances

Admin / Additional Duties:

10%

- Attend weekly Staff meetings, Monthly Deacons' Meetings, and Member meetings.
- Submit a weekly ministry report to the supervisor, provide a monthly update to the deacon's board
- Submit a yearly Children's Ministry budget
- Submit an annual report.
- Other duties as assigned by supervising staff elders.

For additional info or to send a resume with a cover letter, Contact: Aaron Woodhouse, 647-230-8915 or aaron@forwardbaptist.com

Applications will be received until September 11, 2026

We thank all applicants; however, only those candidates selected for an interview will be contacted.