

**Markham Chinese Presbyterian Church**  
**Position Description – Director of Children Ministry**

**Position Title:** Director of Children Ministry

**Purpose:** The Director of Children Ministry will have oversight of all programs ministering to children from aged 4 to aged 14 years old (Grade 8). The Director of Children Ministry will be responsible for the pastoral care and spiritual nurture of these children.

**Areas of responsibility:**

1. Leadership and supervision of the children's Sunday worship program (aged 4 -14) at 9:00 a.m. to 11:00 a.m. and assisting Sunday School teaching at 11:30 a.m. to 12:45 p.m.
2. Training, and assist in planning, and preparing Children Worship program of a volunteer/teacher group.
3. Coordinate with the Director of Sunday School in scheduling and programming of children worship time and Sunday School class time.
4. Will be a planning and execution group member of Vacation Bible School/Summer Camp in summer, helping organizing and execution of Vacation Bible School/Summer Camp.
5. Will be a planning and execution group member of Youth and Children Fellowship.
6. Caring; Contact parents/children periodically, and assists to organize Kid's night (once/twice a year)

**Accountability:**

The Director of Children Ministry will accountable to the English Pastor, and through him to the Session of MCPC.

**Qualifications:**

1. Christian with Bible College or Seminary training, burden to serve children and willing to work with a team.
2. Agree to The Presbyterian Church in Canada belief Christians, Presbyterian doctrine.
3. Singspiration, art & craft will be an asset.
4. Fluent in English, Speaking Cantonese/Mandarin will be an asset.

**Terms of employment:**

- The position is 20 hours per week, centered around training, preparation and programming hours on Fridays and Sundays.
- The salary is negotiable based on applicant experience. (Review annually upon the development of the ministry)