

Job posting for Toronto Christian Community Church



Toronto Christian Community Church | 100 Acadia Avenue Markham ON L3R 5A2
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Children Ministry Pastor

Position Description

The Toronto Christian Community Church is a multilingual church. The Children Ministry Pastor will oversee weekly Sunday school operations for 3 congregations, children fellowship, day camp and children mission programs. Candidates for the position will have demonstrated extensive experience working with children of various ages.

Key Responsibilities

1. Teaching:

- a) Overlook/facilitate weekly Sunday school operation
- b) Effectively network/recruit/coordinate volunteers (Sunday school teachers and helpers):
 - i) English/Mandarin time: Children Worship, Kinderworship, Preschool worship, Toddler worship
 - ii) Noon time: grade 7 – 8, grade 5 - 6. Grade 3 - 4, grade 1 - 2, grade JK/SK, Preschool, Toddlers
 - iii) Awana Ministry
- c) Prepare a yearly teaching roster for English/Mandarin and Noon time Sunday school
- d) Prepare a Teacher's Folder for each teacher in the beginning of the year
- e) Remind/coordinate all teachers and helpers on a weekly basis
- f) Teach at least one grade each semester
- g) As back up teacher/helper for all grades throughout the year
- h) Prepare craft materials for teachers every week, as per their instructions
- i) Brief new teachers/helpers, provide trainings when necessary .
- j) Coordinate teachers/helpers attend annual Children Ministry Conference or hold in-house Teacher's Training Workshops .
- k) Review volunteers' allocation seasonal to ensure the best outcome of human resources
- l) Develop a student evaluation report

2. Curriculum

- a) Choose and order curriculum before the beginning of Sunday school year
- b) Prepare and sort curriculum according to English/Mandarin/Noon time every semester
 - ie. on attendance sheet, display sheet, poster, etc.
- c) Allocate student worksheets to each class every semester according to number of students per class
- d) Distribute curriculum for each grade every semester
- e) Prepare necessary resources or craft materials for teachers/helpers according to their instructions on a weekly basis

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3. D4G Children Fellowship
 - a) Plan/coordinate/evaluate D4G fellowship programs with the D4G committee
 - b) Lead program (according to roster)

4. Day Camp
 - a) Order VBS curriculum
 - b) Assist Day Camp coordinators by booking for Day Camp trips and special workshops, Charter buses for the trips etc.
 - c) Oversee the leadership and all the camp logistical and administrative issues.

5. ACEM children mission programs
 - a) Attend planning meetings with all the other ACEM Children Pastors
 - b) Lead Mission Conference children programs with all the other ACEM children pastors
 - c) Evaluate with all the other ACEM children pastors

6. Family Fun Fair (October 31st annually EXCEPT Sundays)

7. Pastoral care
 - a) Sunday school teachers/helpers
 - Engage with volunteers usually by emails, casual talk/discussion and constant dialogue to find out their feedback on use of resources, in planning, implementing etc.
 - make necessary adjustment accordingly

 - b) Family and kids
 - Communication with parents on a regular basis
 - Do visitation in collaboration with Caring Dept. and do follow up after visitation through prayer, phone call etc.

- 8) Misc.
 - a) Attend all and lead Children Ministry (CM) committee meetings.
 - b) Attend the Eng and/or (Cantonese / Mandarin) pastoral meetings (when call upon).
 - c) Cooperate and assist all church-wide events / programs.
 - d) Bulletin announcements (all three services)
 - e) Making claims for ministry expenses etc.

Experience, Skills and Abilities and Personal Characteristics

- A firm commitment to the vision and mission of Toronto Christian Community Church

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- Passionate to spiritually grow children
- Passionate in supporting the church in its ministries and fostering positive relationships with the church community and public on behalf of the church
- Strong values with a growth mindset and energetic attitude
- Self-motivated, willing to take responsibility for actions and work
- Speak English. Asset to speak Cantonese and/Mandarin

Interested candidates are asked to submit a detailed resume outlining their qualifications and experience to:

Human Resources
Toronto Christian Community Church
100 Acadia Ave, Markham, L3R 5A2
Email: hadmin@tccc.ca
Webpage: tccc.ca

Deadline for applications:

We thank all applicants, however, only those considered for an interview will be contacted.