

# Job posting for Toronto Christian Community Church



Toronto Christian Community Church | 100 Acadia Avenue Markham ON L3R 5A2  
e: [hradmin@tccc.ca](mailto:hradmin@tccc.ca) | w: [tccc.ca](http://tccc.ca)  
p: 905.477.7533

## Children's Ministry Pastor (Full-Time 40 hours per week)

### 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, in a church environment.

### Key Responsibilities

1. Teaching:
  - a) Overlook/facilitate weekly Sunday school operation
  - b) Effectively network/recruit/coordinate volunteers (Sunday school teachers and helpers):
  - c) Prepare a yearly teaching roster for English/Mandarin and Noon time Sunday school
  - d) Teach at least one grade each semester
  - e) Brief new teachers/helpers, provide trainings when necessary .
  - f) Coordinate teachers/helpers attend annual Children Ministry Conference or hold in-house Teacher's Training Workshops .
  - g) Manage administrative activities for the ministry
  - h) Develop a student evaluation report
2. Curriculum
  - a) Choose, order organize and prepare 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) weekly basis
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) Support Day Camp coordinators by booking for Day Camp trips and special workshops, Charter buses for the trips etc.
  - b) Oversee the leadership and all the camp logistical and administrative issues.

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5. ACEM children mission programs
  - a) Attend planning meetings with all the other ACEM Children Pastors
  - b) Lead Mission Conference children's programs with all the other ACEM children pastors
  - c) Evaluate with all the other ACEM children pastors
  
6. Family Fun Fair (October 31<sup>st</sup> annually EXCEPT Sundays)
  - a) Plan and coordinate the event
  - b) Ensure event runs smoothly on the day
7. Pastoral care
  - a) Sunday school teachers/helpers
  
  - b) Family and kids
  
- 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
- Passionate to spiritually grow children
- 2-3 years experience in church ministry working with 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](mailto:hadmin@tccc.ca)  
Webpage: [tccc.ca](http://tccc.ca)

**Deadline for applications: June 30, 2024**

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