



## **Children's Ministry Director**

### **ABOUT BROOKSWOOD BAPTIST CHURCH:**

Brookwood is a multi-generational community church in Langley, BC. We are committed to being a welcoming, gospel-centered community where individuals and families can grow in their faith journey. We exist to love God and lead people into a growing relationship with Jesus, and we are passionate about reaching and equipping the next generation of believers.

### **JOB OVERVIEW:**

Brookwood Baptist Church is seeking a warm, organized, and gospel-centered Children's Ministry Director to lead and oversee the discipleship of children (birth to Grade 6) and partner with families in helping their kids follow Jesus. This part-time role (20 hours per week) requires someone who loves children, builds strong volunteer teams, creates engaging ministry environments, and can develop a mid-week discipleship program that both nurtures our kids and reaches new families in our community.

### **POSITION DETAILS:**

**Hours:** 20 hours per week (schedule determined with the Lead Pastor)

**Compensation:** Competitive hourly wage based on experience

**Location:** Brookwood Baptist Church, Langley, BC

### **KEY RESPONSIBILITIES:**

#### **1. Ministry Leadership & Development**

- Provide leadership for all Children's Ministry environments in alignment with our vision of leading children and families into a growing relationship with Jesus Christ.
- Create a safe, welcoming, gospel-centered atmosphere where children can grow spiritually and experience the love of Jesus.
- Develop and lead a mid-week kids discipleship program designed to nurture faith, build community, and reach new families with the gospel.
- Plan age-appropriate Sunday morning programming that engages children and supports spiritual formation.
- Ensure curriculum is biblical, Christ-centered, engaging, and aligned with church values.
- Partner with parents by offering support, encouragement, and occasional training opportunities for discipling their children at home.

#### **2. Volunteer Recruitment, Training & Care**

- Recruit, screen, schedule, and equip a growing team of volunteers for Sunday mornings, mid-week programs, and special events.
- Provide relational care, encouragement, and ongoing training for volunteers.
- Create a team-focused, collaborative environment that empowers volunteers to thrive.

#### **3. Ministry Coordination & Administration**

- Maintain organized ministry systems, records, and communication using church management tools (e.g., Planning Center, Tithely).



- Ensure all classrooms are fully stocked and prepared each week.
- Oversee safety protocols, including Plan to Protect, and volunteer screening,
- Manage the Children's Ministry budget and purchasing needs.
- Maintain regular communication with parents, volunteers, and church staff.

#### **4. Events & Outreach**

- Plan and execute engaging children's events such as holiday programs, summer outreach initiatives, VBS-style camps, and family connection events.
- Build relationships with children and families through encouragement, follow-up, and care.
- Explore opportunities to connect with local schools and the broader community to reach unchurched families.

#### **5. Staff & Church**

- Willing to become a member of Brookwood Church and participate in all aspects of church life
- Maintain healthy, supportive relationships with pastoral staff, volunteers, and families.
- Support the mission, values, and culture of Brookwood Church

### **QUALIFICATIONS & SKILLS:**

#### **Spiritual & Personal Qualifications**

- A committed follower of Jesus who demonstrates a growing and vibrant faith.
- Alignment with the mission, vision, and values of Brookwood Baptist Church.
- A love for children and a passion to see them know, love, and follow Jesus.
- Warm, friendly, and relational with strong interpersonal skills.
- Demonstrates integrity, responsibility, and emotional maturity.

#### **Experience & Skills**

- Previous experience serving or leading in Children's Ministry preferred.
- Strong leadership and team-building skills.
- Ability to teach biblical truth in age-appropriate and engaging ways.
- Administrative and organizational strengths with good attention to detail.
- Ability to plan, multitask, and manage volunteers and schedules.
- Comfortable with computers, communication tools, and ministry software.
- Clear Criminal Record Check required.

### **SPIRITUAL GIFTS (IDEAL):**

Leadership · Teaching · Administration · Encouragement · Hospitality

### **APPLICATION**

Interested candidates are invited to submit a resume and cover letter outlining their experience, faith journey, and interest in the role. Please send applications to [sean@brookwoodbaptist.com](mailto:sean@brookwoodbaptist.com). The position will remain open until filled.

We look forward to welcoming a passionate and gifted Children's Ministry Director to join us in leading children and families into a growing relationship with Jesus Christ!