

Director of Children's & Family Ministries

Westheights Community Church - Kitchener ON

Westheights Community Church is a vibrant, progressive community church located in the west side of the City of Kitchener. The church was planted in the late 1970's when a group of people with a desire to reach out to a rapidly growing area of the city began meeting. Since then, the Westheights story has been one of growth and innovation as the congregation strives to be a contemporary Anabaptist expression of the Kingdom of God in Kitchener-Waterloo.

Position Summary

The **Director of Children's & Family Ministries** helps children and families grow in faith by creating welcoming, safe, and meaningful experiences. This role supports and trains volunteers, works closely with parents, and leads ministries that connect faith to everyday life at church and at home.

Role Type: Part-Time (30 hours/week)

Schedule: To be determined. Includes availability for Team Meeting (Tuesday 12-1:30pm) with availability for occasional evening meetings.

Sunday Requirement: 9:00am-1:00pm

Key Responsibilities

1. Weekly Programming

- a. Plan and lead creative, Jesus-centred weekly Sunday morning programs for children ages 0–Grade 5.
- b. Select and implement an age-appropriate curriculum that reflects the church's values and vision. Regularly review and evaluate curriculum for effectiveness, alignment with values, and developmental appropriateness.
- c. Oversee engaging activities and lessons that nurture children's spiritual growth and encourage participation in worship.
- d. Ensure a safe, welcoming and inclusive environment through effective classroom management, check-in/check-out procedures, and emergency preparedness.

- e. Coordinate volunteer leaders, classroom setup, and cleanup to ensure smooth weekly operations.
 - f. Model and encourage faith formation through interactive teaching, relationship-building, and hands-on learning experiences.
 - g. Develop and implement a multi-year vision for children's ministry that aligns with the church's overall mission and priorities, and implement programming to support this vision.
 - h. Evaluate and adapt programs based on attendance, feedback, and spiritual impact.
- 2. Partnering with Parents**
- a. Foster a culture where parents are seen and supported as the primary influence in their children's faith, working alongside the church as trusted partners.
 - b. Communicate clearly and consistently with parents through regular emails and other appropriate channels, keeping them informed and engaged.
 - c. Provide practical resources and opportunities that equip parents to nurture faith at home and through everyday life.
 - d. Offer guidance and support for families navigating challenges that impact children (faith questions, anxiety, grief, family change), in partnership with pastoral staff when appropriate.
- 3. Team Development & Volunteer Care**
- a. Build and support a healthy team of volunteers through encouragement, prayer, and regular relational check-ins.
 - b. Recruit, equip, and mentor volunteers, helping them grow in confidence, skill, and care for children and families.
 - c. Provide training and clear materials so volunteers are well-prepared and supported in their roles.
 - d. Foster volunteer well-being through rhythms of appreciation, feedback, and sustainable scheduling in collaboration with ministry leaders.
 - e. Work collaboratively with ministry leaders to develop volunteer schedules that are realistic, sustainable, and attentive to the well-being of volunteers.
- 4. Other:**
- a. Administer Westheights Protection Plan with respect to the Children's Ministry.
 - b. Provide financial oversight of ministry budgets that is marked by integrity and stewardship
 - c. Promote and encourage children and their families to participate in the life of Westheights Community Church outside of age specific programming
 - d. Participate in leadership meetings to coordinate children's ministry with other church programs.
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Qualifications & Core Competencies

- **Pastoral Heart:** A desire to shepherd volunteers, moving beyond "task management" to relational care.

- **Passion:** A desire to see children and families encounter Jesus and grow as his followers
- **Effective communicator:** strong communication skills (verbal and written) and ability to provide clear, informative and inspirational messaging to children, parents, and volunteers
- **Technical Aptitude:** Familiarity with sound systems, projection software, and virtual meeting platforms.
- **Administrative Clarity:** Mastery of Planning Center and the ability to manage complex schedules and project timelines.
- **Collaborative Spirit:** A high-level of emotional intelligence when working with pastoral staff and diverse volunteer teams.
- **Experience & Ability:** Proven track record in leading a children's ministry or similar program (paid or unpaid). This includes **hands-on experience** teaching and managing groups of children across **all age levels**, with the ability to model effective engagement and classroom management techniques for volunteers.

Basic Requirements:

- Personal relationship with Jesus Christ evidenced by the fruits of the Spirit
 - Personal integrity above reproach, self-motivated, goal-oriented, team player, flexible
 - Committed to lifelong learning and professional growth; formal or informal theological education is considered a strong asset.
 - Affirmed leadership abilities
 - Be in agreement with the Be In Christ Church of Canada [Core Values](#) and [Articles of Faith and Doctrine](#)
 - Willing and able to become a member of Westheights Community Church
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Adaptive Support

We operate as a collaborative team; as such, the Lead Pastor may assign other duties as needed to support the evolving mission and health of the church. We are committed to maintaining a sustainable workload and will regularly review these tasks to ensure the role remains balanced, focused, and life-giving.

Compensation

- Salary Range - TBD
 - 3 Weeks Paid Vacation
 - Health Benefits
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How to Apply:

Westheights Community Church welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Only applicants who are legally permitted to reside and work in Canada will be considered.

Please email a resume, along with a short personal testimony of faith and three personal references to Josh Mutter (Lead Pastor) at joshmutter@westheights.org. A brief video introduction of yourself and your interest in the position would be appreciated, but is not required.

While we appreciate all submissions, only those selected for further consideration will be contacted.