



OKOTOKS

evangelical free church

helping all people become fully devoted followers of Jesus Christ

OEFC Director of Children's Ministry Job Description - 2026

POSITION TITLE: Director of Children's Ministry

REPORTS TO: Lead Pastor

EMPLOYMENT AGREEMENT

1. Part-time (20 hours/week)
2. Compensation (Salary – to be determined based on experience and training)
3. Holidays (starting at three weeks/year)
4. Benefits Eligibility (yes)

POSITION SUMMARY

As a member of the Pastoral ministry team, the Director of Children's Ministry—while contributing to the overall team-based leadership of all of the ministries of the church—will serve as the primary shepherd for engaging children at OEFC in the vision and mission of the church.

RELATIONSHIPS

1. The Director of Children's Ministry will be supervised by the Lead Pastor and a contributing member of the pastoral ministry team, actively seeking to develop team spirit and unity.
2. Oversees all children's leadership teams, as well as teachers and helpers for Sunday mornings.
3. Supervises any children's ministry interns.
4. Communicates regularly with parents and / or guardians of the children who are ministered to.

PRIMARY RESPONSIBILITIES

1. Lead, cast vision and be a spokesperson for OEFC Children's Ministries among the congregation, with parents/guardians and with the community.
2. Cultivate, oversee and mentor leadership teams for Children's Ministry – including recruiting, equipping, coaching and shepherding of lay leadership.
3. Develop a comprehensive, year-long discipleship strategy for Children's Ministry that includes some type of summer ministry and emphasizes our vision of encountering and embracing Jesus and serving and equipping others.
4. Oversee the teaching direction, weekly programming, and any curriculum content for Children's Ministries.
5. Develop coaching, resources and support to help equip parents / guardians in their parenting responsibilities.
6. Provide administrative oversight for all operational essentials for Children's Ministries, including Plan to Protect, strategic planning and budget management.
7. Work in alignment with the Pastoral ministry team in helping provide spiritual and strategic leadership to the congregation and ministries of OEFC. This will include involvement in strategic planning, leadership development and special projects as necessary.

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SECONDARY RESPONSIBILITIES

1. Model relationships and participate in activities that nurture the broader church community.
2. Participate in Sunday services as directed by and in consultation with the Lead Pastor.

QUALIFICATIONS

1. Exemplifies a growing and dynamic relationship with Jesus Christ.
2. Maintains a healthy life in relationship to God and in interpersonal relationships.
3. Confidently called and passionately committed to local church ministry through reaching, gathering and equipping children to be fully devoted followers of Jesus Christ.
4. Bachelor's degree with a ministry related focus preferred.
5. Minimum five years of related vocational ministry experience complimented by demonstrable ministry and leadership accomplishment (evidencing competence to effectively lead and disciple within the role).
6. Evidences a broad and growing knowledge of cultural – as well as ministerial – trends which impact children and childhood development.
7. Demonstrates ability to dynamically, relevantly and transparently teach and communicate God's truth.
8. Self-motivated with an energetic and outgoing personality.
9. Demonstrates heart for and fruitfulness in evangelism.
10. Demonstrates ability to assess and evaluate various curriculum that will be utilized in Children's Ministries.
11. Evidences the ability to relate well and work within a multi-staff team setting – particularly as it relates to carrying out ministerial functions (e.g. teaching, people development, teambuilding, church growth, etc.)
12. Affirms and supports the OEFC Statement of Faith, Mission, Vision and Values, and willing to pursue accreditation with the EFCC.

HOW TO APPLY

- Cover letter and resume may be submitted to Pastor Rob Cave (rcave@okotoksefc.ca)
- Deadline to apply: May 3, 2026
- Start date: mid-June