

**College Drive Community Church  
Pastor of Family Life Job Description  
January 2024**

Approx. 30 hours/week

Remuneration and Benefits: TBD (in Terms of Employment)

College Drive Community Church seeks to hire a Pastor of Family Life who will serve under the Mission of our church: ***“To be and make disciples”***

The individual we are seeking will possess and be growing in the following areas:

**Character**

- A clear testimony of faith in Jesus and a mature, growing relationship with him
- A humble, teachable spirit
- Quick to reconcile, apologize and forgive.
- Fruit of the Spirit can be recognized in your life
- Living a lifestyle of integrity

**Calling**

- A passion for following Jesus and for people to know and love Jesus
- A genuine heart for believers and unbelievers
- A sincere heart for the Word of God and applying it to life
- A love for the local church and a keen desire to see people welcomed, connected and to have opportunities to serve among us

**Competence**

- Solid understanding of the gospel of Jesus and skilled at communicating it.
- Ability to confidently recruit others and equip them for ministry
- Training in biblical or children studies preferred; related experience may be considered in lieu of education
- Creative, willing to step “outside the box”
- Experience in children/family ministry is ideal
- Clearly demonstrates the ability to lead by example
- Communicates well in-person but also through email, text, calls, etc.
- Will work hard to know and remember names of children and parents
- Is able to set goals, put a plan in place and guide a team to accomplish them.

**Chemistry**

- Places a priority on equipping and building a team of contributing volunteers rather than doing things “solo”
- Provides opportunities for others to serve
- As part of the church staff - participates, shares honestly, listens well, receives constructive criticism and encouragement in stride, a good team member. likes to laugh and have fun
- Directly accountable and under the supervision of the Lead Pastor
- In agreement with the MB Confession of Faith and the Ministry Vision/ Direction of CDCC.

## **Specific Duties:**

### **1. Oversight of CDCC Children's Ministry Programs (age 0-Grade 5)**

- Curriculum
  - Acquiring or developing and evaluating curriculum that is gospel-centred, discipleship focused, creative and engaging
- Team Building
  - Recruiting and training necessary volunteers - coordinators, teachers and helpers for Nursery, Pre-K, and KidsQuest
- Teaching
  - Ideally being scheduled at least once/month as the key KidsQuest teacher
- Administration
  - keeping track of parent/children registrations, volunteer ministry applications, criminal record checks, and Safe Place Policy training and ministry expenses/budgeting
- Outreach
  - Planning and implementing family-oriented outreach events, summer camps (VBS, sports, art/music etc)

### **2. Parent Ministry**

- Equipping of parents
  - developing and implementing a family discipleship model
  - Providing training/workshops for parents
- Pastoral care
  - Connecting quickly with new families attending
  - Connecting with parents with newborns
  - Expressing care alongside Lead Pastor with families in crisis

### **3. Pastoral Care**

- Marriage and Singles
  - Pre-marital Coaching as required/ requested in conjunction with the Lead Pastor
  - Enrichment - coordinating a marriage enrichment event, weekend, or Alpha Marriage course
  - Pastoral care for those who are single and divorced as required

### **4. Other Duties**

- Provide occasional leadership in worship services - welcome, announcements, etc.
- Preaching if this is a gifting/desire to explore but not required
- Provide pastoral presence for staff and congregation during May-August (Kimbal's hours reduced and serving as Camp Chaplain at SABC.)
- Provide reports to the Board twice a year or when requested
- Meet weekly with Lead Pastor and Staff as scheduled
- Expectation is to join CDCC as a covenant community member and attend CDCC Sunday service.

Please submit resume with cover letter to [kimbal@collegedrive.ca](mailto:kimbal@collegedrive.ca)  
Discover who we are and what we are about at [www.collegedrive.ca](http://www.collegedrive.ca)  
Deadline for applications is March 1, 2024 or until position is filled.