

Position Profile: Children's Ministry Director

Evangel Pentecostal Church – Oakville, ON

Application Deadline: January 25, 2026

Compensation: \$600 per month (paid monthly through ADP)

Time Commitment: Approximately 30 hours per month

Position Overview

Evangel Pentecostal Church (EPC) Oakville is seeking a passionate, organized, and relational **Children's Ministry Director** to provide leadership and oversight for our Sunday morning children's ministries and monthly children's events. This role focuses on creating a safe, engaging, Jesus-centred environment where children and families can grow in faith and community.

The Children's Ministry Director will primarily oversee Sunday morning programming, volunteer coordination, and family engagement, while also planning and leading a monthly Kids' Night Out event.

Primary Ministry Focus

- Nursery: Newborn to Age 3
- Children's Ministry: Junior Kindergarten to Grade 5

Schedule & Work Environment

- On-site Sundays: Typically 9:00 a.m. – 12:00 p.m.
- Additional attendance is required for special events, meetings, or Kids' Night Out
- Preparation and administrative work may be completed off-site
- Dedicated office workspace available if needed
- Full access to computer, office equipment, and ministry supplies

Key Responsibilities

Sunday Morning Children's Ministry

- Provide overall leadership and oversight of children's programming on Sunday mornings
- Ensure all volunteer positions are filled and supported

- Set up and prepare classrooms, materials, and equipment
- Coordinate Planning Center check-in and scheduling
- Communicate with volunteers each week to confirm attendance
- Create and maintain a volunteer schedule aligned with EPC's scheduling flow
- Provide recommendations on curriculum used
- Provide a brief report to be incorporated into the Annual Report

Volunteer Leadership

- Recruit, train, and onboard new volunteers
- Build healthy, supportive relationships with volunteers
- Ensure volunteers are equipped, encouraged, and informed
- Maintain a safe and welcoming ministry environment
- Coordinate with staff to provide yearly training in 'Reduce the Risk' (our version of Plan to Protect)

Programming & Events

- Plan, recruit volunteers for, and lead a monthly midweek Kids' Night Out event
- Oversee the quality and consistency of children's ministry programming
- Support special church events involving children as needed

Administration & Communication

- Meet regularly with the Associate Pastor of Next Generation Ministries to review ongoing programming, align on vision, and address challenges
- Provide oversight of the Children's Ministry budget as set by the Admin Council
- Maintain regular communication with parents and caregivers
- Build relationships with children and families within the church community
- Post regularly on EPC's social media platforms to promote children's ministry activities

Desired Qualifications

- A growing personal faith in Jesus Christ and a passion for children's ministry
- Experience working with children and volunteers (church or related setting preferred)
- Strong organizational and communication skills
- Ability to work independently and collaboratively as part of a ministry team
- Comfortable using Planning Center and social media platforms (or willingness to learn)
- Must be eligible to work in Canada
- Must be fluent in spoken and written English

Application Process

Interested candidates are invited to submit their application by January 25, 2026. Please include a resume and a brief statement in PDF format outlining your interest in and experience with children's ministry. Applications can be submitted by clicking here info@epcoakville.com