



DIOCESE OF BRITISH COLUMBIA
Anglican Parish of Central Saanich, Saanichton

Job Description

Ministry Position Title: **Parish Children's Worker**

Summary of Position: The role of the Parish Children's Worker at the Anglican Parish of Central Saanich (St. Mary's Church and St. Stephen's Church) is to:

1. Provide leadership and teaching for the spiritual growth of children and prepare them for other options within the Parish (e.g. GEMS, Youth group). *The overall goal is to teach the children about Jesus using key themes from the Bible to encourage and equip the children to know Jesus, follow him, and put his teachings into practice.*
2. Teach and train parish members to assist the Parish Children's Worker, and to be prepared to act in the capacity of the Parish Children's Worker when he/she is unable to attend the Sunday school.
3. Develop opportunities to attract more children to the Parish.

Term of Office: A permanent, part time Parish position

Supervision and Support: Reports to: The Incumbent

Staff liaison: if different from above:

1. St. Mary's Office Administrator
2. St. Stephen's Office Administrator
3. GEMS leader
4. Youth Worker
5. Parents in the congregation, and in the community

Committee/Board responsible for this ministry: The Wardens

Population(s) served: Children between the ages of 5-11 in the Parish of Central Saanich (Parish), plus children from the greater community of Central Saanich, Saanichton, and Brentwood Bay who are not currently involved in a local church.

Duties & Responsibilities:

1. Teach the children at both locations (St Mary's at 9am; St Stephen's at 11am) on Sunday morning using the appropriate curriculum/resources as determined by the Parish Children's Worker. A variety of teaching techniques are encouraged. The curriculum will be prepared at least two (2) weeks prior to its intended use, so that a substitute can use it in the event of an absence of the Parish Children's Worker.



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2. Plan and lead a monthly or bi-monthly event for children *not currently connected with a Christian church*, similar to “Messy Church.”¹
This event could take place on a Saturday or on a non-instructional day for the local schools. As well, the major Christian festivals of Christmas and Easter are strategic opportunities for reaching out in this way. *Such events will require initiative, creativity and organizational ability on the part of the Parish Children’s Worker.*
3. Lead a song or story as part of Sunday morning worship.
4. Using social media and one-on-one contact, inform parents in the parish and the broader community of upcoming activities. The Parish Children’s Worker should also solicit feedback on the programs (including areas for improvement) and spiritual growth of their children from the parents.
5. Encourage the active participation of the children in the life and mission of the parish (e.g. including children in Sunday worship through songs, skits, readings, encouraging children to be involved in local outreach events and other Events hosted by the Parish).
6. Invite and equip volunteers from St Mary’s and St Stephen’s to assist with the children’s ministry. This includes the preparation of a work / study plan at least 10 days in advance of the date that it is to be used. If the Parish Children’s Worker is unable to attend the Sunday school or other event, an alternate will be trained to give leadership that day.
7. Co-ordinate a possible summer day camp, including:
 - a) Planning the event, the content, the supporting roles,
 - b) Developing the budget and managing the variances to the budget,
 - c) Attracting attendees whose registration fees substantially fund the camp, and
 - d) Coordinating the annual camp with the assistance of the volunteers.

Skills/ Knowledge Required:

1. Leadership skills and the ability to teach children.
2. Ability to develop a children’s Sunday School program within the learning capacity of the children.
3. Musically inclined to lead the children and congregation in singing during the weekly services.
4. Strong communication skills, both orally and in writing, in order to achieve the optimum participation of the children, their parents, and the congregation.
5. Working knowledge of Anglican tradition, music and liturgy.

¹ Messy Church: <https://www.facebook.com/MessyChurchCanada/>



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- Qualifications needed:
1. Hold beliefs and values which are compatible with the Vision of the Parish of Central Saanich, as posted on the website (ParishCS.ca).
 2. Be self-directed, yet be able to work as a member of the Parish ministry team.
 3. Be professional and respectful at all times.
- Limits of the position:
1. The teaching resources may be purchased or created by the Parish Children's Worker and/or volunteers.
 2. The overall goal is to teach the children about Jesus using key themes from the Bible to encourage and equip the children to know Jesus, follow him, and put his teachings into practice.
 3. *Messy Church* resources are readily available; plus, there is a regional coordinator based on Vancouver Island who is available to help.
 4. The Parish Children's Worker would do well to recruit a small team of volunteers from the parish.
 5. Typically, the children are with the congregation for the first part of the Sunday worship service and then go to Sunday school before the sermon. They usually return for communion. In the case of a children's song, the pastor and others are available to help with musical leadership.
 6. If the Parish Children's Worker is unable to attend the Sunday school or other event, an alternate will be trained by the Parish Children's Worker to provide leadership that day.
- Terms of Work/Service:
- The hours of work, remuneration and vacation benefits are set out in the Employment Agreement, to which this Job Description is attached and forms part of that Agreement.
- Training Provided:
- Check all that apply*
- ☒ Position-specific training (pre-requisite)
 - ☒ "Workshop and course training available with pre-approval
 - ☒ Diocesan Sexual Misconduct training
- Position Risk Assessment:
- ☐ Low ☐ Medium ☒ High
- Benefits & Opportunities:
1. Be a key member of the Parish Ministry Team.
 2. Play a key role in worship leadership.
 3. Have a profound effect on the worship community of the Parish

Record Keeping: Provide a copy for the applicant. Place a copy in the applicant's file in a locked filing cabinet. Record the completion of this document on the Screening Checklist.