



Position Responsibilities – Children

Job Title: Interim Assistant Pastor - Children's Ministries

Status: Full-Time

Direct Report: Lead Pastor

Primary Responsibilities and Duties

- To be an active disciple of Jesus Christ in every area of life (personally, family, pastorally, community, financially).
- Assist the Lead Pastor in developing a clear path of discipleship for children from newborn to 11, which will integrate into the discipleship process of Calvary Church.
- Develop opportunities for unchurched people, aged newborn to 11, to experience community and connect them to Jesus Christ as their Lord and Saviour.
- Be active and present in the community to build networks and be a resource where possible.
- Provide pastoral care for volunteers and families with children between the ages of newborn to 11, as needed, in partnership with the Pastoral Care team.
- Continually recruit and develop congregants to serve in the area of children's ministry as a part of the leadership development strategy of Calvary.
- Work alongside the pastoral team to ensure our weekend celebration services provide adequate worship experiences for those aged newborn-11.
- Work alongside the Student Ministries Pastor to ensure the proper transition of those moving from children's ministry to student ministry.
- Ensure proper management of the funds of Calvary Church as designated to your authority.
- Adhere to Calvary Church Policies as regulated by the Board of Deacons.
- Train and develop as needed through reading, conferences, higher education, peer mentorship, etc. as funds permit.
- Participate in all staff meetings, training and retreats scheduled by the Lead Pastor for the benefit of building team and vision planning.

Secondary Responsibilities and Duties

- Have occasional missions experiences as funds permit
- Serve in areas outside of Calvary Church (Communicy, Eastern Ontario District of the Pentecostal Assemblies of Canada, etc.)
- Communicate in a weekend celebration service as asked by the Lead Pastor
- Conduct funerals and weddings as permitted by the Lead Pastor

Required Skills

- Credentials with the PAOC
- A minimum of four years experience working with children
- Self-motivation and independent working skills
- Teaching skills
- Administrative skills
- Ability to develop teams and leaders of teams

Revised: October 2, 2025