



MINISTRY JOB POSTING

Position: *RockPointe Intercultural Childcare/Children's Ministry Director*

Location: RockPointe's Intercultural Site (RPI)

Hours: 12 hours per week

Compensation: \$20/hour

Term: 1-year (contract)

POSITION SUMMARY

Purpose: RockPointe Church is seeking a Christ-centred and organized leader to serve as our **Intercultural Childcare/Children's Ministry Director**. This part-time role provides leadership for Tuesday evening childcare and Saturday evening children's ministry programming at our Intercultural Site (RPI). This role exists to nurture children in developing a loving relationship with Jesus in a safe, welcoming, engaging, Christ-centred and multicultural environment.

Reports to:

- Intercultural Site Pastor – Naim Choi

Key Collaborators:

- Children's Ministry & Curriculum Pastor
- RockPointe Children's Ministry Team
- RPI Intercultural Staff and Lead Team

CORE RESPONSIBILITIES

1. Oversight of Intercultural Childcare/Children's Ministry

- **Leadership:** Be a visible, relational, and equipping presence within the RPI Site.
- **Facilitation:** Implement curriculum provided by the Children's Ministry & Curriculum Pastor.

- **Connection:** Collaborate with the RPI Site Team to develop and implement strategies that strengthen communication and engagement with RPI families.
- **Newsletter:** Send a weekly children's ministry newsletter to RPI families and outreach participants to highlight upcoming events and spiritual growth opportunities.
- **Safety & Organization:** Ensure adherence to RockPointe Church's "Ministry to Minors" (Plan to Protect) safety guidelines. Also, ensure that children's materials/resources/spaces are organized, cleaned, and prepared.

2. Participation in the RPI Site Team

- Work alongside RPI staff and outreach team in planning, prayer, volunteer recruitment, and attendance tracking.
- Engage regularly in team debriefs, ministry reflection, and strategic alignment.

QUALIFICATIONS

Minimum Requirements:

- Minimum of 2 years of experience (paid or volunteer) in children's ministry or a related field.

Desired Candidate Characteristics:

- Genuine love for Jesus and active submission to the Holy Spirit
- Commitment to being personally aligned with the vision, mission, and values of RockPointe Church and the RockPointe's Intercultural Site
- Passionate about disciple-making among children and families
- Organized, self-motivated, and goal-oriented
- Priority to good stewardship, safety, and best practices in ministry
- Ability to solve problems and identify opportunities
- Strong team player with a collaborative spirit

Application Process:

- Please submit resumes to office@rockpointe.ca
- Applications will be accepted until the position is filled.



Weekly Schedule: Childcare & Children's Ministry Director (12 Hours/Week)

TUESDAYS (4 hours) – Weekly Program Night

Time: 4:30 PM – 8:30 PM

Location: RPI Site

1. **4:30–5:30 PM – Program Setup**
 - Prepare the childcare room
 - Refreshments
 2. **5:30–6:00 PM – Welcoming & Greeting**
 - Greet families in the lobby
 - Direct children ages 2–5 to the childcare space
 3. **6:00–7:30 PM – Childcare Supervision**
 - Engage children in age-appropriate care and activities
 4. **7:30–7:45 PM – Parent Connection**
 - Chat and connect with parents
 5. **7:45–8:00 PM – Debriefing Meeting**
 - Join team for a quick reflection in the Hub
 6. **8:00–8:30 PM – Cleanup**
 - Program cleanup (Childcare room, refreshment/coffee table, kitchen, and foyer if needed)
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SATURDAYS (4.5 hours) – Weekly Worship & Program

Time: 4:30 PM – 9:00 PM

Location: RPI Site

1. **4:30–5:30 PM – Setup**
 - Prepare children's ministry room(s) and refreshments
2. **5:30–6:00 PM – Welcome/Sign-In**
 - Greet and register families
3. **6:00–7:15 PM – Children's Ministry Program**
 - Oversee and lead worship and lessons
4. **7:15–8:00 PM – Fellowship & Support**
 - Engage in community fellowship
 - Assist Food Bank team if needed



5. **8:00–8:30 PM – Cleanup**
 - Clean ministry space, CM kids' refreshment area, foyer, and kitchen (as needed)
 6. **8:30–9:00 PM – Debrief with Pastor Naim**
 - Reflect on wins, challenges, and next steps
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WEDNESDAYS (1.5 hours) – Team Collaboration

Time: Flexible

Location: RPC Bearspaw / Remote

1. **RPC Children's Ministry Meeting**
 - Collaborate on shared goals, vision, and planning
 2. **RPI Google Doc Review**
 - Stay informed on weekly church service and outreach updates
 - Note how children's ministry collaborates and thrives
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FLEXIBLE SLOT (2 hours) – Admin & Program Prep

Day/Time: At Your Discretion

Location: Remote or Office

1. **Program Preparation**
 - Plan activities and prepare materials for Tuesday & Saturday programs
 2. **RPC Communications**
 - Respond to emails and phone calls
 3. **Weekly Newsletter**
 - Write and send Children's Ministry update to RPI families
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Outreach Term Hiatus Adjustment

During each 2-week break between outreach terms (4 times per year), Tuesday hours will be rescheduled in coordination with the team to maintain the total 12 weekly hours.