

# GRACE

## CHURCH ON-THE-HILL

300 Lonsdale Road  
Toronto, Ontario, Canada  
M4V 1X4

*May 2022*

Grace Church-on-the-Hill is a historic mid-town Toronto Anglican parish in the Forest Hill neighbourhood. We strive to truly be a place of grace, a welcoming community of faith growing close to God in worship and service. We are a vibrant community of Christians of all ages from diverse backgrounds, encompassing singles, couples, and families, who may be seekers, doubters, or devout.

### **Director of Family Ministry**

Grace Church-on-the-Hill is currently seeking a Director of Family Ministry, to serve the parish and the community. The purpose of this position is to plan and facilitate programming that nurtures the faith of children, youth, and families.

This is a permanent full-time or part-time position with a renewable one-year term. The part-time position will be for 20 hours per week, with compensation at \$ 30 per hour. Presence at Grace on Sundays is required, and on other day(s) to be determined in consultation with the applicant.

This position reports to: Executive Director & Churchwardens.

This position takes direction from: Incumbent.

This position works collaboratively with: Clergy, Music Director, Staff, and Lay Volunteers.

### **Duties & Responsibilities:**

- Nurture and supervise a healthy children, youth, and family ministry at the parish.
- Facilitate/coordinate Sunday morning programming for children and youth.
- Design and implement appropriate summer program(s) from mid-June to September.
- Coordination with clergy for baptisms and confirmations of children and/or youth.
- Plan and coordinate special events and activities such as a Family Good Friday/ Easter Program, Children and Youth Christmas Parties, Christmas Pageant, etc.
- Engage with the broader community in the neighbourhood.
- Recruit, train, and supervise adult volunteers.
- Ensure that all staff and volunteers are screened in accordance with Diocesan guidelines.
- Collaborate with communications staff to provide regular updates and articles on family ministry for the parish and community.
- Develop and manage the budget with the Executive Director and Finance Manager.
- Provide updates on family ministry at staff meetings, Board meetings, and the Annual Vestry meeting.
- Adapt various ministries for online or hybrid delivery as the need arises, including through the use of Zoom and other tools.

### **Competencies, Skills & Experience:**

- A committed baptized follower of Jesus Christ.
- Passionate about sharing the Gospel with children and youth.
- Experience working with children and youth, ideally in a Christian setting, is an asset.
- Completion of post-secondary studies; theological education is an asset.
- Artistic and/or creative abilities are assets.

- Computer skills, including word processing, PowerPoint or other presentation software, Zoom or other online meeting software, and social media.
- Work collaboratively with other churches and ministries beyond the parish.

The successful applicant must work in accordance with the children's and youth ministry policies and guidelines of the Diocese of Toronto (available at <https://www.toronto.anglican.ca/diocesan-life/childrens-ministry/?lang=en> and <https://sites.google.com/view/bymc/home>).

To apply, please send a cover letter and resume addressed to Executive Director Christopher Leonard by email to [cleonard@gracechurchonthehill.ca](mailto:cleonard@gracechurchonthehill.ca). This position will remain open until filled.