

"One in Christ, Reaching Out to Many"

Varsity Acres Presbyterian Church is an affirming church, committed to being an inclusive and diverse faith community.

We aspire to be a welcoming place for all people, regardless of age, culture, religion, means, ability, ethnicity, gender, or orientation.

We strive to be a safe place for all, and especially for those who have not felt safe or welcome.

We seek to be an open place, where the community is welcomed and where engagement with our neighbours is a vital and dynamic part of our identity.

Faith Education Co-ordinator at Varsity Acres Presbyterian Church

Overview

The Faith Education Co-ordinator will take a leadership role in ensuring the provision of faith development activities and programs for young members of the congregation. The Co-ordinator will work with the volunteers and members of the Faith Formation Group to assess the needs of children and youth in the congregation and larger community and develop and implement programs to meet the identified needs. The Co-ordinator will be a creative problem-solver, who is able to ask insightful questions to determine the best plan of action once needs are identified.

The Faith Education Co-ordinator will be a strong communicator who is able to engage in a fun filled way with children and youth and work collaboratively with volunteers and families. Organization and attention to detail are key skills that will be used on a regular basis to ensure programs are fully equipped and successful. The ability to plan and foresee challenges and opportunities is essential as the Co-ordinator will be working with volunteers and groups to implement the vision. The Faith Education Co-ordinator will be able to work independently and take initiative within their scope of reference while continuing to communicate with the Faith Formation Group (FFG) and other stakeholders.

POSITION: Faith Education Co-ordinator

HOURS: 15 hours per week, August 15 to June 30
Work schedule is flexible but includes firm commitments of 2-3 hours on Sunday morning

SALARY: \$25/hr

REPORTS TO: Faith Formation Group, Minister

QUALIFICATIONS:

- Post-secondary training in education, social work, theology, or associated field preferred
- Minimum 2 years of experience working with children and/or youth in a leadership role
- Must enjoy working with children and youth
- Strong leadership and organizational skills
- Effective communication skills including both written and interpersonal skills

JOB SUMMARY:

- Provide leadership for the faith formation of congregational children and youth by planning, preparing, and implementing lessons for weekly Sunday School classes for children and youth
- Attend monthly meetings with the Faith Formation Group (FFG)

RELATIONSHIP TO PERSONNEL COMMITTEE:

- Meets with Personnel Committee representative on at least an annual basis as part of the staff review process
- Discusses any employment issues with a Personnel Committee representative as required

DUTIES AND RESPONSIBILITIES:

A. Sunday school leadership

- Organize faith education classes for children ages 0-18: determine the best organization of children based on ages and resources (spaces, volunteers, family needs)
- Recruit and organize teachers and helpers for each class, including teaching regularly
- Build relationships with children and youth that fosters trust, respect, and an interest in growing in faith
- Ensure registrations, consents and attendance are complete and up to date for all children and youth events and activities
- Ensure all volunteers have completed security checks and Leading with Care training

- Communicate regularly with families and share information to website for updates including celebrations of events

B. Community connection and outreach

- Identify and provide opportunities for children and youth to engage in mission locally and/or internationally and to reflect upon their experience for faith integration.
- Connect and communicate regularly with community leadership (Varsity Community Centre, Schools, Public Library etc.) to understand the needs and resources of the neighbourhood and community
- Coordinate the involvement of children and youth in special events
- Participate in planning Intergenerational/Community/Family events proposed by FFG

C. Worship

- Work with the minister and Faith Formation Group to plan for opportunities for children and youth to be involved in worship three or more times a year (Sunday School kick off, Advent and Celebration Sunday).

D. Budget and organization

- Ensure supplies are organized and ordered as needed
- Prepare and submit monthly financial and activity reports to Faith Formation Group and a yearly summary report for the congregational meeting
- Coordinate and plan yearly (or as needed) teacher training including Leading with Care to ensure volunteer teachers understand the curriculum and processes
- Research and submit proposed curriculum selections for all ages of Sunday School classes on a yearly or as needed basis

E. Supervision

- If a Youth Leader position is filled, act as first contact for questions or concerns and participate in the hiring process and performance evaluations as needed
- Determine which church resources (minister, committees etc.) are most appropriate to assist with any questions or issues and refer accordingly
- Meet regularly with Minister for feedback and planning

To Apply: Please submit a letter of interest and resume to jobsvapc@gmail.com by August 22, 2025.