



**St. Andrew's Presbyterian Church  
Kitchener, Ontario**

**Position Available  
Coordinator of Christian Formation**

**The Position**

The Coordinator of Christian Formation at St. Andrew's Presbyterian Church, Kitchener is the key individual who, working with theological guidance from the Lead Minister provides faith and learning experiences for children, youth, and families, while helping to strengthen the congregation's broader discipleship pathway.

This position reports to the Lead Minister and works cooperatively with the Christian Education Committee, staff, worship leadership, and ministry leaders across the congregation.

This is a permanent part-time position of approximately 20–24 hours per week - primarily onsite but with some opportunity to work remotely.

**Nature and Scope**

St. Andrew's is a large church with a significant television and online congregation and many others who view the church as theirs for services provided. St. Andrew's values its children and families and wants them to be a vital part of the church family.

The focus and scope include children's formation, Sunday School, youth ministry support, family engagement, and intergenerational opportunities. This role is also responsible for helping children, youth, and families become more fully connected to the wider life of the congregation, so that formation is not experienced as a separate program but as part of the congregation's shared life of discipleship.

It is expected that the Coordinator of Christian Formation is available for a minimum 90% of Sunday mornings, excluding vacation time.

**Discipleship Pathway and Integration**

- Support the shift from filling volunteer roles toward nurturing disciples and developing leaders
- Support the development and implementation of a *discipleship pathway* for children, youth, and families
- Work to ensure that children's and youth ministry are connected to the broader worship, relational, and ministry life of the church



## **Responsibilities**

The Coordinator of Christian Formation will oversee and support ministry in the following areas:

### **Sunday School and Children's Formation**

- Ensure that Sunday School lessons are prepared, led, and appropriately staffed each week
- Recruit, train, and resource a team of teachers and leaders
- Recommend and implement educational curriculum ideas in alignment with the theological direction of the Lead Minister
- Review and develop Sunday School structure and teaching methodology in conjunction with the Lead Minister
- Support all children in the Sunday School program, and in particular those children with exceptionalities who may require accommodations to fully participate in programs
- Ensure that all teachers and supplies are in place, as needed
- Ensure rooms, closets, and materials are organized and clean

### **Worship and Intergenerational Formation**

- Prepare and lead "Time with the Children in All of Us" during worship, in consultation with the Lead Minister
- Build intergenerational ministry ideas into the worship service and congregational life
- Work with the Lead Minister and Music Ministry to support the participation of children, youth, and families in worship

### **Youth and Family Ministry**

- Oversee and support ministry with youth, in coordination with the Youth Coordinator where applicable
- Plan, promote, and coordinate special events, such as Family Nights, pageants, or similar gatherings, in collaboration with other groups within the church
- Introduce or support mid-week opportunities for caregivers and children, where appropriate
- Oversee the Nursery Program and coordinate leaders/helpers
- Support transitions between children's ministry, youth ministry, and wider congregational participation



### **Communication and Administration**

- Communicate frequently with participants and families to ensure an open and inviting environment is maintained
- Maintain all pertinent records of participants and families in programs and ensure the church office has this information
- Ensure the use of Planning Centre for communications and reporting as required to ensure integration
- Procure supplies, maintain display boards, and provide announcements for the church bulletin, website, and social media as needed
- Document practices and procedures for ongoing programs and special events

### **Policy, Safety, and Budget**

- Consult with the Leading with Care Committee to ensure compliance with Presbyterian Church in Canada policy
- Recommend budget requirements in conjunction with the Finance Committee and Lead Minister
- Ensure that the Christian Formation program is carried out as approved

### **Accountability and Support**

This position reports directly to the Lead Minister.

The Coordinator of Christian Formation will work closely with the Lead Minister, Music Ministry, Youth Coordinator, Christian Education Committee, and Session to ensure that formation is connected to the wider life of the congregation.

Program delivery will include the involvement of teachers, leaders, external resources or organizations, and members/adherents of the congregation.

Reports are to be submitted to the Lead Minister on a monthly basis. Ultimately, this position is accountable to the Session of St. Andrew's Presbyterian Church.

### **Faith Requirements**

The successful candidate will:

- Have a personal faith consistent with the theology of the Presbyterian Church in Canada
- Be familiar with Presbyterian Church polity, history, and beliefs
- Be accepting of St. Andrew's policy of being a church open to all and affirming LGBTQ2S+ persons, including marriage and ordination
- Be supportive of Presbyterian Church in Canada and community efforts toward Truth and Reconciliation with Indigenous peoples



### **Position Requirements**

- Demonstrated ability to support the faith development of children and youth within a Christian context
- Proven ability to work with others, including staff members, parents, children, youth, and lay leadership
- An innovative thinker, flexible, organized, enthusiastic in their work, and able to work with minimal supervision
- Capacity to think beyond program delivery toward relational and intergenerational ministry
- Ability to recruit, equip, and support leaders in shared ministry
- Direct experience in supporting children with exceptionalities would be an asset
- Excellent English communication — verbal and written — and presentation skills
- Excellent computer skills, including Microsoft applications, internet usage, desktop publishing, and social media
- Legally able to work in Canada
- Provide formal documentation substantiating an acceptable Police Records Check for Vulnerable Sector
- First Aid and CPR-C certificate
- Hold a valid driver's license

### **Educational Requirements**

- Post-secondary education in education, theology, child/youth work, social sciences, or a related field
- Training or demonstrated experience in Christian formation, faith development, or ministry with children and youth

### **Position Type**

Part-time, approximately 20–24 hours per week  
Primarily on-site but with some ability to work remotely.

### **Salary Range**

**\$25,000 - \$35,000 (based on 20-24 hrs/week)**

To be determined based on hours, experience, and final approved scope.

### **Benefits**

Benefits to be determined in accordance with church policy and eligibility.  
Vacation - as per church policy, with consideration given to prior experience.

### **Probation Period**

A normal probation period of three (3) months commencing on the effective date.



*The duties described above are the general nature and level of work to be performed, but are not intended to be a complete comprehensive list of all the duties. The Session through the Human Resources Committee has the right to revise this position description.*

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**Interested applicants:**

Please forward a resume and cover letter to the Human Resources Committee at [human.resources@standrewskw.com](mailto:human.resources@standrewskw.com) or by mail to:

HR Committee,  
St. Andrew's Presbyterian Church,  
54 Queen Street North,  
Kitchener, ON N2H 2H2

For accommodations during the recruitment process, please call 519-578-4430.