



Job Description – Family Ministry Director

Ajax Alliance Church

Hours: 20 hours/week

Reports to: Lead Pastor

POSITION SUMMARY

The Family Ministry Director leads, develops, and aligns all ministries from Nursery through College & Careers into a unified discipleship pathway that supports Ajax Alliance Church's mission and vision. This role provides direction for five ministry categories — Nursery, Pre-School, Middle School, Youth, and College & Careers — ensuring consistent, biblically sound teaching, intentional engagement, and strong volunteer leadership.

The position also carries responsibility for maintaining a safe and compliant ministry environment through background checks, **Plan to Protect training**, and accurate student and volunteer records. Clear, in-person presence and consistent communication with parents, leaders, and the Lead Pastor are essential to the role.

AREAS OF FOCUS & RESPONSIBILITIES

1. Strategic Planning & Alignment

- Develop and implement an annual Family Ministries Strategic Plan that aligns with Ajax Alliance Church's mission and vision, covering ministry goals, discipleship pathways and outreach development.
- Review and update the strategic plan each June in consultation with the Lead Pastor, Elders and ministry leaders.
- Integrate flagship ministries — **Sunday School, Kids 4 Christ, Youth Group, Annual Vacation Bible School (VBS)** — into a cohesive discipleship pathway.
- Re-launch and sustain a **College & Careers** program with regular in-person gatherings, discipleship and outreach.
- Meet weekly with the Lead Pastor to align curriculum, plan events and review ministry progress.

2. Engagement

- Develop intentional touchpoints for mentorship and home visits within ministry groups.
- Provide regular curriculum and discipleship updates to parents.
- Maintain timely communication and follow-up with all new contacts and visitors.
- Integrate prayer practices within the ministry leadership team.
- Submit quarterly engagement reports to the Lead Pastor and Elders.
- Conduct monthly touchpoints with building renters - including EBCE, Cross Gospel Church, Maranatha, and Morffis Music Studio - to share ministry updates, explore collaboration opportunities, and support family-related initiatives that strengthen community connection.

3. Curriculum & Discipleship

- Hold regular planning and feedback sessions for core programs (Sunday School, K4C, Youth Group, Young Adults), plus oversight of VBS. Collaboration other ministry leaders encouraged.
- Gather and act on feedback from parents to improve teaching and discipleship pathways.
- Implement biblically sound, age-appropriate curriculum for all ministry areas.
- Align teaching content with the Lead Pastor's preaching calendar where applicable.



4. Volunteer Recruitment, Development & Compliance

- Recruit, train, schedule, and mentor volunteers for all ministry areas, including VBS.
- Maintain structured systems for volunteer onboarding, scheduling, and recognition.
- Dedicate time to outreach in schools, community programs, and online platforms to build ministry participation.
- Oversee compliance processes, including:
 - Ensuring all leaders and helpers have current police checks in line with church policy.
 - Implementing and tracking Plan to Protect training for all applicable staff and volunteers.
 - Maintaining accurate student profiles and attendance records for safety and emergency purposes.
 - Monitoring volunteer recertification and renewal dates.

OPERATIONAL GUIDELINES & EXPECTATIONS

Sunday Morning Services: Automatically account for three working hours per week (arriving at 9:15AM) - priority given to Sunday School oversight and active engagement with parents and teachers.

Sunday Evening Service: Presence expected at least once per month. Additional ministry involvement in Sunday evenings is encouraged but considered voluntary.

Flex Events: An annual document will be constructed as part of the annual review process, outlining flex hours and presence at events outside of core ministry responsibilities. This will include presence at both monthly (i.e. Home Group and Prayer Meetings) and annual events (i.e. Christmas Eve, Annual General Meeting (AGM), Good Friday, and Vacation Bible School).

Additional Representation: Attendance at non-cyclical church events (i.e. Baptisms) may be requested with a minimum of two weeks' notice; these may be compensated with works hours if agreed in advance.

Absences: Two-week notice required for absences for paid work hours related to core ministry and flex events (outlined in annual document); with approval by the Lead Pastor and an Elder, along with a backup plan provided.

Preaching: Serve as opportunities allow

Prayer Leadership: Participate in quarterly leadership prayer events.

Compliance Review: Complete a semi-annual compliance check to ensure safety, policy adherence, and doctrinal alignment.

Office Hours: Maintain regular in-office hours (minimum three hours per week) in addition to Sunday worship and flagship events.

Annual Review: Participate in an annual 360-degree feedback process.

Only applicants who are legally permitted to reside and work in Canada will be considered.

For more information contact Gary Thompson at gary.thompson@aacoffice.com

Ajax Alliance Church Website - ajaxalliancechurch.com