

Children's & Families Minister

St. Laurence Anglican Church, Coquitlam, BC
Part-Time | 10 hours per week | \$28/hr



About St. Laurence Anglican Church

Rooted in Christ. Open to All.

St. Laurence Anglican Church is a growing, affirming congregation in Coquitlam, BC, part of the Diocese of New Westminster. We gather and serve on the traditional, ancestral, and unceded lands of the kwikwəłəm (Kwikwetlem) First Nation, shared historically with the ɠícəy (Katzie) and other Coast Salish Peoples.

Biblically rooted, sacramentally shaped, and Spirit-led, we are known for rich liturgical worship, an excellent choir, thoughtful preaching, and a genuine culture of welcome.

Following the renewal of our building and a parish-wide *Listening Forward* parish discernment in 2025, we are stepping into an exciting season of new ministry: expanded worship, formation for all ages, contemplative practice, ecumenical partnership, and a deepened commitment to justice and service in the Tri-Cities. ***Rooted in Christ. Open to All.***

Role Summary

The Children's & Families Minister will provide vision, coordination, and hands-on leadership for the pastoral and formational dimensions of ministry with children from pre-school through approximately Grade 8 and their families. This is a ministry of faith formation, worship, and belonging: nurturing children in the way of Jesus and supporting families as communities of faith.

The role is shaped by our UP / IN / OUT / OF framework:

- UP: nurturing children and families in worship, prayer, and faith
- IN: building belonging, friendship, and mutual support among families
- OUT: connecting children's formation with the parish's wider commitments to service and justice
- OF: seeing our ministry as part of the Diocese, our ecumenical partnerships, and the broader church

Age and grade groupings are provisional, and we will work flexibly with families where children are on the borderlines, taking maturity and individual needs into account.

This role reports to the Rector and works collaboratively with the parish staff team, including the Operations Manager, Deacon, Music Director, and volunteer leaders. The Children's & Families Minister works closely with the Community Outreach Coordinator (Children and Families), a companion role focused on community engagement and neighbourhood partnerships.

Key Responsibilities

Faith Formation and Worship

- Develop and deliver age-appropriate Christian formation for children, drawing on Anglican resources and creative approaches (e.g. Godly Play, Messy Church, storytelling, interactive prayer).
- Plan and lead quarterly Messy-style worship gatherings for children and families, creating joyful, accessible, and participatory worship experiences.
- Support and encourage parents and caregivers as the primary nurturers of their children's faith, providing take-home resources, seasonal materials, and practical guidance (*with the support of the Rector*)
- Work with the Rector and worship leaders to foster the visible participation of children in the parish's regular worship life.

Pastoral Care and Belonging

- Create a culture of welcome for families, including newcomers, before, during, and after Sunday worship, as well as at parish events.
- Provide pastoral support to children and families, including during times of transition, celebration, or difficulty.
- Build genuine relationships with the families connected to St. Laurence, getting to know children by name and creating an environment where they feel known, safe, and valued.
- Communicate regularly with parents and caregivers through newsletters, email, social media, and personal contact.

Volunteer Development and Team Leadership

- Recruit, train, equip, and support a team of volunteers for children's ministry and family programmes.
- Foster a healthy, appreciative, and well-organised volunteer culture with clear expectations and ongoing encouragement.
- Ensure all volunteers complete required screening (including a Criminal Record Check with Vulnerable Sector Screening) and training in parish safeguarding policies.

Administration and Collaboration

- Manage the annual budget for children's and families ministry within agreed parameters.
- Maintain accurate records for programme participation and volunteer screening.
- Participate in staff meetings, focusing on protecting active ministry hours within the 10-hour allocation, and contribute to parish planning and reporting as required.
- Work closely with the Community Outreach Coordinator (Children and Families) to ensure the pastoral and outreach dimensions of family ministry are well integrated.

- Collaborate with the Youth Minister, a shared ecumenical role with Good Shepherd Lutheran Church, to ensure smooth transitions and a well-supported, joined-up approach across age groups, with particular attention to the Grade 7 to 8 transition point.
 - Contribute to the parish's broader mission priorities, including reconciliation with Indigenous peoples and care for creation, as appropriate to the children's and families' context.
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Person Specification

Essential

- An active Christian faith and a willingness to articulate and share that faith with children and families. (This is a bona fide occupational requirement under BC human rights legislation, as faith formation is integral to the role.)
- Experience working with children in a ministry, educational, or community setting.
- A genuine love for children and families, and a commitment to creating environments where they feel safe, valued, and welcomed.
- Strong organisational skills with the ability to plan, coordinate, and deliver programmes.
- Excellent interpersonal and communication skills: verbal, written, and digital.
- A collaborative spirit and the ability to work effectively as part of a team.
- Training or experience in trauma-aware practice and/or neurodiversity-informed hospitality, or a willingness to obtain equivalent training within the first year of employment.
- Willingness to work flexible hours, including some Sundays and occasional evenings.
- Willingness to obtain a Criminal Record Check with Vulnerable Sector Screening prior to commencing employment.
- Legally entitled to work in Canada.

Desirable

- Post-secondary education in theology, ministry, education, early childhood development, or a related field.
 - Familiarity with Anglican worship, spirituality, and traditions.
 - Experience with Messy Church, Godly Play, or similar approaches to family-centred ministry.
 - Experience in volunteer recruitment, training, and team leadership.
 - First aid certification (or willingness to obtain).
 - Competence with social media platforms and digital communication tools.
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Terms and Conditions

- Hours: 10 hours per week. The schedule will include some Sundays and occasional evenings, with flexibility around core hours to be agreed with the Rector.
- Compensation: \$28 per hour, plus statutory entitlements (CPP, EI, vacation pay, WorkSafeBC).
- Probation: A six-month probationary period applies.

- Reviews: Regular check-ins with the Rector, a formal review at six months, and annual reviews thereafter.
 - Workspace: A workspace is available at the church; some work may be done remotely by arrangement.
 - Professional Development: Access to diocesan training opportunities, including Fresh Expressions formation.
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Combined Role Opportunity

This position focuses on the pastoral, formational, and worship dimensions of ministry with children and families. A companion role, Children and Families Outreach Worker, is also being recruited to build relationships with families in the wider community and develop new outreach initiatives. Each role is up to 10 hours per week. For the right candidate with the breadth of skills and capacity, both roles could be combined into a single position of up to 20 hours per week, with the precise allocation to be agreed with the successful candidate. Please note that an active Christian faith is an essential requirement for the combined role, as faith formation and discipleship are integral to the Children's & Families Minister's responsibilities. If you are interested in the combined scope, please indicate this in your application.

How to Apply

Please send a covering letter and current CV/résumé to apply@saintlaurence.ca with 'Children's & Families Minister application' in the subject line.

In your covering letter, please address the following:

1. What is your current involvement with the Christian faith, and how does it shape your approach to ministry with children and families?
2. What experience do you have working with children in spiritual, educational, or community settings?
3. What excites you about this role at St. Laurence?

We welcome applications from people of all backgrounds and abilities, including 2SLGBTQI+ people, Indigenous peoples, racialised people, and people with disabilities. St. Laurence is an affirming community. Accommodations are available upon request for candidates participating in the selection process.

We will review applications as they are received and will continue to welcome applications until the position is filled. We thank all applicants for their interest; only those selected for an interview will be contacted.