

SPARROW HOME OF SARNIA-LAMBTON

Application Package (Cover Letter)



Hello!

Thank you for your interest in serving with Sparrow Home of Sarnia-Lambton. Our ministry is dedicated to providing safe housing, practical support, and compassionate care to women experiencing unplanned pregnancies. We believe that every woman is created and loved by God, and we are committed to walking alongside each resident with grace, dignity, and hope.

This Application Package outlines the paid position of **Home Director**, along with the qualifications, expectations, and faith commitments required for service in our ministry.

About the Sparrow Home

Sparrow Home of Sarnia-Lambton is a Christian non-profit ministry providing Christ-centered support to women navigating unplanned pregnancies. We offer:

- Safe and stable housing
- Emotional, spiritual, and practical support
- Programs that equip residents for healthy independence
- A loving environment rooted in biblical truth

Our Mission: To provide a safe home for pregnant and new mothers to receive hope and healing.

Our Vision: That mothers are equipped to move forward, connected to community, and shown the love of Christ.

To Apply:

Please complete an Application Form & submit it along with the outlined required documents to sparrowhomesarnia@gmail.com Any questions about this application process can be directed to this same email address.

Application Form

Personal Information

Applying for the position of: _____

Full Name			
Street Address		City	
Province		Postal Code	
Email		Phone	
Are you legally eligible to work in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of Church You Attend			
Name of Pastor			
Pastor's Contact Info			

Please attach the following:

- ☐Resume
- ☐Cover Letter
- ☐Signed Statement of Faith
- ☐Three References including contact information

Applicant Declaration

I hereby certify that the information provided in this application is true and complete to the best of my knowledge. I understand that employment with Sparrow Home of Sarnia-Lambton requires adherence to the ministry's Christian values, Statement of Faith, and code of conduct.

Signature

Date

Position Summary: Home Director

Job Title: Home Director

Reports To: Board of Directors

Type: Full-Time, Ministry Leadership Position

Location: Sarnia-Lambton

The Home Director provides **Christ-centered leadership, vision, and operational oversight** for Sparrow Home. This position ensures that the home fulfills its mission by leading administration, staff development, program operations, financial stewardship, and community engagement. The Director is responsible for maintaining the spiritual and organizational health of the ministry while ensuring residents receive exceptional, Christ-honoring care.

Leadership

- Model Christlike character and foster a spiritually healthy environment
- Uphold and promote Sparrow Home's mission, values, and Statement of Faith
- Lead with prayer and compassion
- Participate on the leadership team alongside other Sparrow Home Board members

Programming

- Oversee daily operations of the home
- Develop, implement, and evaluate programs that support residents
- Ensure residents receive compassionate, high-quality care
- Maintain safety, structure, and community standards
- Oversee case management plans

Staff & Volunteer Oversight

- Recruit, train, supervise, and support staff and volunteers
- Establish (in accordance with the Board) policies procedures and practices for the staff and volunteers

- Provide mentorship, evaluations, and leadership development
- Foster a culture of teamwork, accountability, and respect

Administration & Financial Oversight

- Prepare and manage budgets
- Maintain accurate records, policies, and reporting
- Ensure regulatory compliance and stewardship of resources

Fundraising & Community Engagement

- Participate in donor relations, fundraising events, and awareness initiatives
 - Build strong partnerships with churches, agencies, and community stakeholders
 - Represent the ministry publicly with professionalism and authenticity
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Qualifications:

- Strong leadership experience in nonprofit, ministry, social services, or related fields
 - Administrative and financial management skills
 - Experience supervising staff or volunteers
 - Excellent communication and interpersonal abilities
 - High emotional intelligence and compassion for vulnerable women
 - Strong organizational and problem-solving skills
 - Demonstrated commitment to Christ and active involvement in a local Christian church
 - Agreement with Sparrow Home's mission and Statement of Faith
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Reference Requirements

Applicants must provide **three (3) references**, including:

- 1. Pastoral Reference**

A pastor, ministry leader, or spiritual mentor

2. **Professional Reference**

A supervisor or colleague familiar with your work

3. **Character Reference**

A community member, volunteer coordinator, or similar

Statement of Faith

Mission Statement

To provide a safe home for pregnant and new mothers to receive hope and healing. A Christian maternity home serves not only as a safe refuge for women facing unplanned or difficult pregnancies but also as a ministry to share the hope and truth of Jesus Christ. Its purpose is to demonstrate Christ's love through practical care—providing shelter, counseling, life skills training, and support—while pointing women toward a personal relationship with Him.

Vision Statement

That mothers are equipped to move forward, connected to community, and shown the love of Christ. By offering both physical provision and spiritual guidance, the home seeks to transform lives, proclaim the Gospel, and inspire women to embrace God's plan for them and their children, becoming living testimonies of His grace and redemption.

Who is God?

We believe in God, as he has revealed himself in the Bible. This God is triune - Father, Son, and Holy Spirit - three unique persons, and yet one God. He is sovereign over the universe, upholding and directing all things according to his good purpose and plan.

How do We Know Him?

This God has made himself known to us by the evidence of his wisdom and creative power which we see around ourselves, but more specifically in his written, inerrant, authoritative Word. This Word teaches us who God is, who we are, and how we are to live. It is the only source of eternal and trustworthy truth.

In the beginning, God created everything, seen and unseen, as recorded in the Genesis account, good and perfect. Every element of the creation reflects God's glory, but he has given special honour and dignity to human beings, creating them in his own image. For this reason, we hold all human life as sacred.

The first man and woman, Adam and Eve, chose to rebel against God and disobey him, bringing all the human race into sin and misery with them.

The corruption of sin has impacted every aspect of human nature, and so we see brokenness and pain in the world all around us.

God did not leave humanity without hope after their rebellion. Immediately after the fall into sin, he promised a Saviour who would bring restoration. In the course of time, he brought that Saviour into the world - God the Son, Jesus Christ, born as a human being to live a perfect life in our place, and to suffer the punishment for all of our sins. This Saviour is the only hope of the world and the only Mediator between God and the human race. Repentance and faith in his completed work on our behalf is the only way to salvation, restoration, and eternal life.

How do We Respond to Him?

All those who truly believe in Jesus have the third person of the trinity, the Holy Spirit, poured out into their hearts. The Spirit teaches and guides them and helps them to understand God's Word. The Spirit also begins the work of renewing their hearts and minds, so that more and more, they want to live as God calls them to - to embrace those things that God calls good, and to reject and turn away from the things God calls evil. This is how they show their thankfulness to God for the salvation he has given them.

For this reason, we adhere to a biblical standard of ethics and morality. Love, joy, peace, patience, kindness, gentleness, and self-control should mark the conduct of every staff member and volunteer. We expect all staff and volunteers to demonstrate

- Respect for authority at every level, within the family, this organization, and society in general.
- Respect for human life, from conception to natural death.
- Respect for God's standard of sexuality and marital faithfulness, that is, one man and one woman united by marriage.
- Respect for the property of others and generosity with the gifts entrusted to us.
- Respect for honesty and truthfulness.