

CHILDREN'S PASTOR

Classification: Full Time - Exempt

Reports To: Pastor of Ministry and Operational Development

Date: March 2, 2021

JOB DESCRIPTION

The Children's Pastor will provide vision, strategy, programming and development for all Children's Ministry environments (online and in person) for children ages 6 weeks – 5th grade, including weekend services, childcare and special events. The primary goal is to help kids develop a relationship with Jesus Christ by partnering with, encouraging and empowering parents to set a biblical foundation in the lives of their children. Directs and works closely with other Children's Ministry Leads, developing healthy accountability and setting goals for the implementation and development of programming for the spiritual formation of children and equipping parents to fulfill their calling as the primary spiritual leaders of their children.

RESPONSIBILITIES AND DUTIES

Pastoral Care/Clergy: Provides Pastoral care for children and their families.

- Building and committing to strong relationships with regular opportunities for them to connect with God and others.
- Work closely with the Pastor of Ministry and Operational Development to develop a strategy for reaching and assimilating new children and families.
- Regularly speaks from the pulpit of Summit during weekend services including monthly child dedication message and rotating prayer and praise/welcome messages.
- Develops and maintains relationships with Children's Pastors outside of Summit in order to broaden perspective and gain from their experiences.
- Clear ongoing communication to oversight, children, parents and related departments regarding children's activities.

Programming: By developing regular programming with age-appropriate opportunities to learn and interact with God, you're committing to empower the families you encounter with the word of God and practical application in their lives.

- Work with ministry leads to provide a program that uses curriculum you've selected or written to develop children's faith; incorporating life lessons that are Biblically based into enjoyable activities for them, such as crafts, games, plays, summer camps, field trips, concerts, volunteer events, etc.
- Leads the team in the development and management of kid friendly, parent empowering digital content for online platforms including social media and live streaming.

Leadership: Provides leadership and organization in order to support and empower ministry leads to take an active role in their area.

- Includes developing annual calendars, goal setting, planning, budgeting and taking care of the facilities where children meet, and timely reporting to oversight.

- Recruiting, equipping and training your team. Continuously inviting others to join the efforts of your team to reach and better serve our children and their family. Maintaining clear roles, operating procedures, and expectations.
- Accountable for training leaders and volunteers on how to manage liability issues involving the care of other’s children by overseeing items like permission slips, clear pick-up procedures, and screening of other adults who have contact with the children.

COMPETENCIES

- Oral communication—speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Written Communication—edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
- Planning/organizing—prioritizes and plans work activities, uses time efficiently and develops realistic action plans. Highly motivated, self-starter.
- Quality—demonstrates accuracy/thoroughness and monitors own work to ensure quality.
- Adaptability—adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability—consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Culture—understands the culture of children today and has a passion for children’s ministry.

POSITION TYPE/EXPECTED WORK HOURS OF WORK

This is a full-time clergy position. Workdays are Sunday thru Thursday. Days and hours of work are generally Monday thru Thursday 8:30am – 5:00pm & Sunday 8:00am - 1:00pm. Days and hours can vary with special events.

SUPERVISORY RESPONSIBILITY

This position will supervise staff and volunteer leads of the children’s ministry. This position will be responsible for hiring/firing, performance evaluations and payroll approval.

WORK ENVIRONMENT

- This job operates in a professional office environment and in a classroom environment.
- Subject to both inside and outside environmental conditions.
- Subject to excessive noise, there may be noise to cause the worker to raise their voice in order to be heard above ambient noise level.

PHYSICAL DEMANDS/REQUIRMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to ascend and descend staircases

- Ability to lift up to 50 pounds, including the lifting of children
- Regularly position self to bend, stoop, kneel, squat or crouch
- Able to extend hands and arms to complete assigned tasks
- Must be able to remain in a stationary (sitting and standing) position for an extended period of time
- Must be able to push or pull objects and carts when needed
- Must be able to move objects horizontally, from position-to-position
- Express and exchange ideas by means of spoken word
- Ability to receive detailed information through oral communication, and to make the discriminations in sound
- Repeat movements and motions of the wrists, hands, and fingers
- Required to have close visual acuity to perform an activity such as, but not limited to:
 - Viewing a computer screen/Reading written documents
 - Determining accuracy, neatness, and thoroughness of the work assigned or to make general observations of event structure and layout

TRAVEL

Regular travel is not expected for this position but occasional local travel may be necessary.

REQUIRED EDUCATION AND EXPERIENCE

- High school diploma or GED diploma
- 2+ years administrative experience
- Agreement with our church’s vision, goals and statement of faith
- A strong walk with God through a growing personal relationship with Jesus Christ
- Teachable with a desire to grow in their faith and abilities

PREFERRED EDUCATION AND EXPERIENCE

- Basic knowledge of Outlook, MS Office, and Publisher
- Experience working with accounting systems and budgets
- Experience supervising other staff or volunteers
- Experience working with curriculum
- Experience working for or with non-profit organizations or ministry

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Must be eligible to work in the US
- Member of Summit Christian Center

OTHER DUTIES

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____