

# Pastor of Children Ministry Job Description

## Purpose:

Develop and grow a vibrant Children ministry, reaching the children and their parents for Christ and His kingdom.

## Function:

To pastor the children of this congregation from birth to grade six as well as their parents

To enable the children of this congregation to respond in faith to God and to continue to grow spiritually, fulfilling the church's mission to lead non-believers to become believers, and to lead believers to become devoted followers of Jesus Christ.

To lead and to shepherd volunteers of Children ministry.

To demonstrate a servant heart and a thankful spirit for the privilege of serving our Lord and Savior.

Accountable to: Senior Pastor

## Responsibilities:

### **Related to adults involved in Children ministry**

- Form a Children ministry committee comprising members from both Chinese and English congregation.
- Meet regularly with coordinators of each children department as a team to discuss, plan, and execute matters related to Children Ministry.
- Lead and pastor volunteers of Children ministry.
- Recruit, train, schedule and lead volunteer teams. This would include doing interviews, background checks and orientation prior to placement of volunteers.
- Encourage and equip volunteers through in-service workshops and other ministry enrichment opportunities
- Equip and encourage parents to be primary faith builders of their children
- Implement the Family Ministry track relevant to Children ministry

### **Related to children in Children ministry**

- Nurture children in their faith journey through the design and implementation of age-appropriate programs and events
- Provide care for children and their families as needed, including but not limited to hospital visits, parent meetings, home visits, phone calls, cards, etc.
- Provide meaningful Children programs for special events such as evangelistic meetings, missions conference, retreat, etc.
- Providing pastoral care and advise to children and their parents in times of crisis or need with confidentiality and discretion

## **Related to administration of Children ministry**

- Plan and oversee all programming and events for children ages birth through sixth grade, this will include but not be limited to Sunday School, Children's Worship, Summer Programming, Awana
- During Church special events, such as evangelistic meetings, mission conferences, retreat, etc., plan and oversee programs for the children ages birth through sixth grade while the parents attend the special event
- Plan and oversee special events such as baby/family dedications, baptisms, sixth grade promotions to youth
- Create and maintain creative and safe environments and activities for children.
- Manage check-in & security procedures and weekly attendance tracking
- Develop and follow annual budgeting, goals and strategies
- Report and communicate ministry progresses, challenges and needs to senior pastor, elders or others as required/needed
- Choose and order curriculum for each program and age level as needed
- Hire, supervise and train sitters as needed

## **As a staff member of the church**

1. See himself/herself as a pastor of the whole church and not just of the children and their parents.
2. Work alongside with other staff as a team, supporting each other, encouraging each other, and holding each other accountable.
3. Guard and protect the unity of the church. Keep matters discussed in the board and staff meetings confidential.
4. Officiate church ordinances and preach as assigned
5. Maintain regular office hours on campus
6. Attend monthly deacon board meeting and weekly staff meeting
7. Other ministry as assigned by senior pastor and/or the church board

## **Qualifications:**

- A devoted, baptized follower of Christ with a sense of God's calling into ministry to children and their families
- Dedicated to being a servant leader and functioning church member
- A person of prayer who values unity, team work and worship
- Adheres to the mandates of 1 Tim. 3: 1-13, Titus 1: 5-9, 1 Peter 5: 1-3
- Strong organizational and leadership skills
- Ability to build and lead volunteer teams; resolve conflicts and problem solves
- Dependable, take initiative and diligent with his/her personal soul care
- Minimum of three years Children's Ministry experience in a local church or parachurch organization
- Seminary training or equivalent in Christian Education, Divinity or Counseling, either completed or currently enrolled preferred. Background in child development or education an asset.
- Fluent in both written and oral English. Ability to speak Mandarin an asset.
- Able to build rapport with parents, especially Chinese speaking parents.