



## Children's Pastor/Director Job Description

**Status:** Fulltime at 40 hours/week

**Purpose of Role:** The Children's Pastor/Director provides leadership, training, support and oversight to Children's Ministry (CM) staff and key volunteers in its mission to 'Connect children to the life-changing power of Jesus Christ, to love God and love others'. The person in this role is responsible for the development and implementation of programming and initiatives that help shape children's spiritual formation and growth. The Children's Pastor/Director will also resource and coach CM for the NLCC campus(es).

**Relationships:**

Reports to Executive Pastor

Provides oversight for: CM Staff Team (Nursery Coordinator, Preschool Director, Admin Assistant, Kid's Camp Director, Children's Intern); Key volunteers in directing K-5 Sunday program at WG campus; Mentors and coaches children's ministry staff at NLCC campus(es).

Works Alongside Pastoral Staff Team

**Intended Outcomes:**

1. Through a variety of methods, supervise, equip and empower staff to stretch and grow in their leadership and shepherding roles.
2. Use Bible-based curriculum and other media to provide a safe, fun, learning environment for children to experience the love of Jesus.
3. Assist in equipping and supporting parents in their role as the primary spiritual leaders of their children.
4. Assist in developing Christ-like character in volunteers through training, coaching, mentorship, modelling, feedback and affirmation.

**Key Responsibilities/Equipping:**

- Recruit, coach, train, evaluate and shepherd the Children's Ministry staff team, while training CM staff to do likewise. (20%)
- Collaborate with CM staff team in planning and executing ministry Special Events (i.e. Christmas Concert, Easter Hunt, Grade 5 Grad, Family Potluck, Volunteer Appreciation, etc.) (20%)
- Oversee set up for Sunday program at Walnut Grove campus and assist with pre-service team time and supervision of the Sunday program. Assist other staff and lay-supervisors in doing the same. (15%)



- Recruit, train volunteer leaders and teams for Walnut Grove K-grade 5 Sunday program. (10%)
- Create and distribute (K-5) volunteer schedule for Walnut Grove Sunday program, and weekly communication with volunteers on the current rotation. (10%)
- Train and oversee staff to edit and prepare the curriculum and supplies for (K-5) Sunday Program. (5%)
- Train and prepare parents for Child Dedication service. (5%)
- Work with staff team to create and manage approved Ministry Plan and Budget. (5%)
- Participate in all-staff and pastoral team meetings as required. (5%)
- Other Duties as assigned - Assist with and attend All-Church Events; help assimilate new families. (5%)

### **Qualifications for Role**

#### **Experience**

- At least 5 years' experience as Children's Pastor/Director or equivalent
- Supervisory and Team Building experience
- Experience creating and managing annual budget of \$10,000+ and ministry plan
- Training and coaching staff and volunteers

#### **Education**

- Degree in Christian Education or Elementary Education preferred
- Bible College or Theological training an asset

#### **Core Competencies**

- Spiritual maturity
- Strong interpersonal and relational skills
- Strong leadership development skills
- Ability to motivate, evaluate, delegate and set goals with staff and volunteers

*Last Revised February 2021*