

JOB DESCRIPTION – CHILDREN’S PASTOR/DIRECTOR

Part Time Position

Hours: Monday-Thursday 9am-1pm / Wednesday 5-9 / Sunday 7am-1pm (26 hrs)

I. Summary of the position:

To provide leadership, vision, and direction that creates a life-giving atmosphere of vibrant and enticing discipleship and evangelism for the children, parents, and children’s ministry team of Grace Church. The Children’s Pastor will manage the church-wide direction of Grace Kids. This oversight includes direct responsibility for Grace Kids, Grace Kids Volunteers, and XLR8 (our student leadership team).

II. Experience and Knowledge Required:

- Ability to communicate the Gospel through various means to children at various ages.
- Leadership background and experience serving with kids. Heart for children and parents.
- Proven ability to lead staff and Dream Team.
- Project management experience.
- Ability to articulate and implement the vision of Grace Church.
- Exceptional leadership and communication skills.
- Superior interpersonal skills working with a variety of people from Dream Team members to parents to kids.
- Solid theological grounding and creativity in kids’ ministry curriculum development.
- Positive attitude and positive approach to problem solving. Must be solution oriented.
- Computer competency and/or ability to learn quickly in CCB, Planning Center, Microsoft Office (Word, PowerPoint, Excel) etc.
- Strong organizational and time management skills and pursuit of excellence through attention to detail.
- The ability to forecast and plan for continued growth.

III. Essential Functions and Responsibilities:

- Oversee and organize children’s ministry at Grace Church.
- Develop and oversee implementation of policies and enforce compliance.
- Develop integrated training processes for nursery, kids, XLR8 and Dream Team members.
- Work closely with Pastor Matthew & Sabrina and analyze effectiveness of the ministry and adjust as needed.
- Lead and build teams to execute all aspects of children’s ministry for weekend and midweek services.
- Recruit, develop, and train high quality leaders for Dream team roles.
- Consistent communication with key leaders and parents.

- Develop healthy community among parents and equip parents for discipleship through Sunday and small group experience.
- Oversee all aspects of department administration to include payroll, P.O. processing, budget forecasting, purchasing, and departmental account tracking.
- Responsible for childcare staffing: interviewing process, recruitment of new staff, staff training, employee reviews, Dream Team recruitment.
- Help develop and maintain all security standards.
- Track growth for future development.
- Oversee and develop the Sunday & Wednesday experience for all children.
- Develop or find curriculum for children that reflects the teaching of Grace Church.
- Oversee special event planning to include Kids Camps, Retreats, Outreach Events, Easter, Conferences & Dream Team appreciation events.
- Function as the liaison for the department to the volunteer Dream Team.
- Fulfill pastoral duties including baptism, communion, hospital visitation, and general pastoral care.
- Lead department meetings and empower staff to fulfill their unique roles.
- Oversee and develop all internal and external communication that represents the Grace Church kids department.
- Maintain strong communication and relationship with Pastor Matthew & Sabrina to ensure the vision of the Senior Pastor is implemented in all aspects of family ministry.
- Supervisor Responsibilities:
- All Grace Kids part time staff and volunteers.

IV. Attributes:

- Positive attitude
- Heart of a servant
- Fun/enjoyable
- Loyal
- Must share the vision of Grace Church to fulfill the Great Commission with integrity and passion

V. Extent of Public Contact:

- Regular contact with students, parents and volunteers
- Grace Pastors and staff members

VI. Physical Demands:

- Needs to have some energy and the good with walking

If you are interested, please send your resume to jessica@gracesd.tv.