Sample Children’s and Families Pastor Job Description

**Area of Responsibility:**

Pastor for Children and Families: This will include the role of Ministry Team Leader of Children and Families work and associated pastoral and administrative roles.

**Responsible to:**

Senior Pastor and Elders Board. Primary accountability is to the Senior Pastor, then to the Elders but ultimately to the congregation.

**Hours of Work:**

Paid fulltime position of 40 hours per week.

**Review:**

Open call subject to an annual review.

**Church Vision & Mission Statement:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_Baptist Church is a community of hope, growing and reaching out with the love of Jesus.

**Children &Families Ministry Vision & Mission Statement:**

The Children and Families Ministry helps facilitate interest in and support for Children and Families who are both within our church and also living in the surrounding areas, bringing both the good news of Jesus Christ and practical help.

**Position Purpose:**

To help fulfil the vision and mission of the church by co-ordinating the Children and Families Ministry. This includes equipping families across many nationalities, as they foster their children’s faith, building, leading, training and supporting a team of key leaders ministering among the Children and Families and being an advocate for children.

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| **Major Responsibilities and**  **Key Tasks** | **Expected Outcomes** |
| **Leader of Children & Families Ministry**  **Goal:**  “to contribute to Church leadership, and to develop a clear vision for Children and Family Ministry” | * Meets regularly with the Senior Pastor. Attends staff meetings and Ministry Team Leaders meetings to contribute to the overall leadership and management of ministry in the church. * Builds up and coordinates a team within the portfolio of Children and Families Ministry. * Seeks God for a vision for growth of Children’s Ministry at \_\_\_\_\_\_\_Baptist Church and effectively communicates that vision to church leaders, Children’s ministry leaders, the Children themselves, their parents and the wider congregation. * Oversees all children based ministry within the Church including; mainly music and Play Group. |
| **Leadership of Children’s Sunday Programmes**  **Goal:**  “To build, train and lead a team of leaders/helpers for Sunday morning Hillcrest Baptist Kid’s programmes for Children. | * Recognises existing leaders and identifies new leaders and integrates them into leadership teams of Sunday morning programmes. * Helps develop the gifts and skills of each leader through training, mentoring, resourcing and Pastoral care. * Oversees the planning, staffing, leadership and resourcing of the programmes at \_BC which includes preschool, primary and intermediates. * Liaises with youth leaders to ensure effective transition for intermediates. |
| **Worship Services**  **Goal:**  “to integrate children into worship services” | * Liaises with the senior Pastor about integrating Children into Sunday morning services. |

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| **Community Outreach**  **Goal:**  “to oversee and develop the interface between HBC and Families in the community” | * Ensures the effective implementation of a school holidays programme if deemed appropriate. * Liaises with Play Group, and mainly music personal – especially with follow up of Families. * Develops and maintains other special focus community Children’s events. E.g. Easter, Christmas, Light Party. * Assists with funding applications as necessary. |
| **Pastoral Care**  **Goal:**  “to befriend and support parents both inside the church and in the community” | * Actively gets alongside and encourages and equips parents as the primary spiritual caregivers and helps them mature in their faith as they develop their children’s spiritual growth. * Visits church families. * Organise parent training events within the life of the church. * Works in conjunction with other pastoral staff in the care of families. |
| **Positive Team Membership**  **Goal:**  “to enhance the environment of Children and Families in all activities in the church” | * Leases with other ministry team leaders to ensure that planned events involving Children and Families are appropriate, complement each other and enhance the overall ministry of the church. . |
| **Ongoing development**  **Goal:**  “to insure that the role of Children and Families Pastor evolves to meet the changing needs of the church” | * Perform other tasks (not specifically listed above), to meet the changing needs of the Church, as directed by the Senior Pastor * To adapt as this role grows within a growing church. * To avail to training and up skilling as the opportunities arise. |

**Desired Attributes of a Children & Families Pastor:**

1. A **clear call** from God into ministry at \_\_\_\_\_\_\_\_\_\_\_ Baptist Church with Children and Families. (Preferably already attending)

2. **Heart for Children** – Mark 10:14 “Let the Children come to me, and do not hinder them for the Kingdom of God belongs to such as these.”

3. **Love for Families** – Able to get alongside to lead and inspire, build relationships and trust.

4. **Sensitivity and respect** towards international culture groups.

5. **Qualified by the Holy Spirit** for this ministry (1Tim. 3:1-13; 1Tim. 5:17-20; 1Peter 5:1-4)

6. Have the **gift of leadership** as part of his/her spiritual gift-mix, demonstrated leadership abilities and proven experience of team leadership and delegation.

7. To be **self-motivated** with great **interpersonal skills** to be able to **motivate others** and **communicate well** across a range of ages and nationalities.

8. **Have confidence, energy and a warm personality.**

9. Be **well organised** to manage a range of events.

10. To be **diligent in prayer**, to seek God’s direction for the Children and Families ministries.

11. Take initiatives to grow in **spiritual maturity**.

12. Take initiatives to **grow in leadership**.

**Skills of Children and Families Pastor:**

1. Some appropriate professional training; preferably an appropriate teaching or theological qualification.

2. Experience in working with, teaching children.

3. Proven ability to lead teams, empower and work positively with others and knowledge of, or ability to, access resources available for children’s ministry.