

PASTOR OF CHILDREN'S MINISTRY JOB DESCRIPTION

MINISTRY CONTEXT

The person called to this ministry must be in agreement with Northview's confession of faith, mission, vision and core values and must have a passion for the ministry of the church. The incumbent must also have the qualifications of an Elder, as outlined in I Timothy 3.

PRIMARY FOCUS

The pastor called to this ministry will need the spiritual maturity, experience, and giftedness to give leadership to the teams of several children's ministry programs. The pastor will develop ministry teams to assist in leading worship and teaching children in large group settings. The Children's pastor will need to have the ability and availability to shepherd and pastor children and their parents who are going through various life issues.

MINISTRY RESPONSIBILITIES

I. DEPARTMENT LEADERSHIP:

A. Administration:

1. Ensure all aspects of Children's Ministry are functioning effectively and efficiently.
2. Evaluate Children's Ministry programs with paid or volunteer Children's Ministry program leaders on a regular basis. Currently these include: Nursery, Pre-school, Primary, Junior, Northview Kid's Choir and day camps.
3. Develop, evaluate, and strengthen security protocols on a regular basis.

B. Ministry Staff Recruitment and Training:

1. Develop and oversee ongoing equipping and encouragement opportunities for all ministry staff.
2. Oversee the communication and community of ministry staff.
3. Develop, coordinate and implement recruitment strategies for all children's ministry programs.
4. Oversee the orientation and training of new and returning workers for each ministry. This includes overseeing the screening of new volunteer ministry staff.

II. NORTHVIEW KIDS:

A. Teaching Program Oversight:

1. Oversee and evaluate all curriculum used and taught in the large group teaching sessions.
2. Ensure coordination of the large group worship component with the weekly teaching theme.

B. Program Team Development:

1. Develop a ministry team that will be large enough to minister effectively at four large group-teaching sessions: Saturday 5:30 pm, and Sunday at 8:30, 10:00 and 11:30 am.
2. Oversee the development of ministry teams in drama and puppetry that can be used periodically in the elementary large group teaching sessions as well as other appropriate settings as they become available.
3. Oversee the recruitment and training of ministry team members from amongst all demographics of the congregation to serve in all areas of Northview Kids: teachers, helpers, coordinators, registration personnel, security, worship team members (vocal, instrumental, tech), drama team members, and puppet team members.
4. Oversee the development of a ministry team for the Christmas choir production (grades 1 - 5)

C. Appreciation of Volunteers:

1. Plan teacher appreciation events designed to provide encouragement for children's ministry workers.
2. Implement training sessions for volunteer staff to strengthen their ministry experience and effectiveness.

III. SUMMER MINISTRY:

Note: Northview Kids does not run in its regular format throughout the summer.

1. Coordinate the summer weekend format of Northview Kids for all ages (i.e. teaching staff, kids' videos, sermon related activity sheets, etc.)
2. Develop and coordinate day camps - overseeing curriculum, music, crafts, activities and community outreach.
3. Oversee the hiring of summer staff for day camps and weekend ministries.

IV. PASTORAL RELATIONS:

1. Be a member of the Pastoral team.
2. Participate and contribute in the pastor and pastor/elder retreats.
3. Report to the Council of Elders through written reports as often as required.
4. Shepherd and pastor children (and parents if necessary) going through difficult life issues.

V. OTHER RESPONSIBILITIES:

1. Participate as a member of the fall kick-off planning team, coordinating children's events for the day.
2. Be present and willing to lend assistance at various kids' special events.

QUALIFICATIONS:

- In agreement with Northview's confession of faith and philosophy of ministry.
- A proven ability to recruit, equip, and retain a team of staff and volunteers to assist in the ministry.
- Minimum of a bachelor's degree in religious education or other relevant area.
- Significant experience in church-related children's ministry.
- A proven ability to communicate God's truth effectively and creatively to children using a variety of methods in a large group setting.
- Able to lead children in worship.