

Full-Time

Position Description

The Pastor of Children's Ministry provides leadership over the Northwoods Children's ministry with the primary purpose of impacting children and parents spiritually. This position requires direct supervision of Early Childhood and Elementary Creative Programmers, Administrative Assistant, key leaders, and volunteers. The role of influence, coaching, and leadership ensures classrooms reflect the shared mission and values of Discoveryland in a collaborative culture. The Pastor of Children's Ministry reports to the Executive Pastor of Family Ministry and is a key player in the overall family ministries at Northwoods.

Primary Duties and Responsibilities

Leadership

- **Vision:** Work with the Executive Pastor of Family Ministry to cast a vision for the care and discipleship of children and families.
- **Branding:** Ensure classrooms maintain the Discoveryland brand and culture.
- **Care:** Provide primary care for multiple Children's Ministry staff which include Creative Programmers, Administrative Assistant, volunteers, and seasonal Interns.
- **Coaching:** Provide ministry coaching and accountability to paid staff and volunteers.
- **Evaluation:** Regular evaluation and development of staff effectiveness, curriculum, ministry descriptions, security, safety systems and volunteer training.
- **Safety and Security:** Ensure effective processes and procedures are in place to adequately screen and train volunteers and maintain safe practices for children during Children's Ministry events.
- **Special Events:** Parent and volunteer communication of special events related to children and family ministries.
- **Meetings:** Lead Discoveryland Staff meetings and participation in Family Ministry meetings.
- **Staff Meetings:** Attend monthly all-staff meetings for church-wide visionary, and organizational matters as well as meetings related to Family Ministries.

- **Leadership Meetings:** Attend monthly Leadership meetings.

Department Support

- **Procedures:** Develop processes and procedures to effectively process and train volunteers/staff. This effort would include recruitment, orientation, and formal training opportunities. These training initiatives would be carried out to increase the effectiveness of our weekend programming/outreach efforts.
- **Facilities:** Ensure Discoveryland facilities are well maintained.
- **Relationships:** Provide opportunities for Discoveryland and Family Ministries Leadership to connect relationally and build a healthy culture.
- **Strategy:** Monitor the effectiveness of the Discoveryland goals. Create effective strategies for families and students to move towards spiritual growth.
- **Budget:** Assist in the preparation of the annual budget.
- **Assist:** Assist the Family Ministries and Discoveryland staff.
- **Oversee and Coach:** Assist with the oversight of Discoveryland during our regular service times.

Pastoral Responsibilities and Expectations

- **Credentialing:** Pursue and maintain ministerial credentials through Fellowship of Evangelical Churches (F.E.C.). Be an active participant in F.E.C. denominational events and initiatives.
- **Care Responsibilities:** The expressions of pastoral care may include but not be limited to: Prayer, teaching, encouragement, shepherding, equipping, personal ministry, and visitation.
- **Officiant:** Specific functions pastors officiate include weddings (and pre-marital counseling), funerals, baptisms, and communion.
- **On Call Rotation:** Every Pastor will serve on a scheduled rotation, with the assignment to meet emergency needs and after-hours care to our congregation. Expectations include being available 24/7 by phone, responsible management of requests, needs, and emergencies, and ensuring hospital visits are made. As a minister you will be licensed or ordained and be compensated for doing pastoral duties.

Interaction with Others

Possess the ability to lead a diverse staff lovingly, respectfully, and as a servant leader. Able to work well with Northwoods staff, adult volunteers, and parents. Frequent interaction with Discoveryland/Family Ministries team members and the Executive Pastor of Family Ministry for the purpose of care giving, truth telling, listening, and transparency is expected.

Desired Skills, Abilities, and Characteristics

Curriculum usage and child development. Good organizational skills, communication, ability to properly delegate, self-discipline, self-starter, love of kids, ability to lead others and enjoy their success, spiritual, emotional, and physical health.

Beneficial Spiritual Gifts

Leadership, Administration, Shepherding, and Wisdom

Education and Experience Required

High school diploma, college, or 5 years of experience in Children's Ministry preferably in a large church setting.