



CHILDREN'S PASTOR JOB DESCRIPTION

POSITION: Children's Pastor

REPORTS TO: Lead Pastor

STATUS: Full-Time, Exempt

The outcome of the Hood River Alliance Church (HRAC) Children's Ministry (CM) is to help advance the overall mission of HRAC: ***"To practice the way of Jesus – being with Him, becoming like Him, and doing what He did."*** We long for our children to learn to know, love, and serve Jesus. To that end, the Children's Pastor oversees all aspects of the Children's Ministry, which currently includes:

- Sunday morning ministry:
 - o Nursery (newborn – 3-year olds)
 - o Preschool (3 – 5-year olds)
 - o Elementary (grades K-5)

Purpose

The purpose of the Children's Pastor is to provide shepherding and leadership to the Children's Ministries of HRAC, through building effective volunteer teams equipped and empowered in their giftings, so that the children of HRAC learn what it means to 'be with Jesus,' to 'become like Jesus,' and 'to do what Jesus did'. (Matt. 28:18-20; John 17:3).

- I. **Shepherding** — To pastor the children of HRAC to know and follow Jesus Christ (Acts 20:28; 1 Pet. 5:1-4).
- II. **Leadership** — To lead the vision, strategy, operations, and people of the HRAC Children's Ministries (Mark 10:42-45; Rom. 12:6-8).

Ministry Tasks

These purposes will be operationalized by the following ministry tasks:

- I. **Shepherding**
 - A. **Character Development:** Model a growing relationship with Jesus Christ in personal and public life. Maintain a teachable spirit and be willing to be mentored. Participate in coaching and learning activities that are available (e.g., Alliance Northwest training, etc.) (1 Tim. 4:12-16).
 - B. **Outreach and Evangelism:** Be present and engaged in our community, as well as forward thinking in ways that we can engage the community around us with the Gospel. (2 Tim. 4:5).
 - C. **Pastoral Care:** Consistently pray for Children's Ministry families and volunteers, and aide in offering care when appropriate.

D. Family: Support and work with HRAC parents to nurture their Christian parenting roles. (Titus 2:1-6).

II. Leadership

- A. Vision:** Oversee the strategic direction of Children's Ministry in coordination with the overall vision and direction of the church (Prov. 29:18).
- B. Strategy:** Advance and implement clear and adaptable strategic plans for growing all aspects of the Children's Ministry (Prov. 16:1-3).
- C. Team Ministry:** Recruit, train, deploy, monitor, and nurture Children's Ministry volunteers to serve in various capacities throughout the ministry (Eph. 4:11-16).
- D. Communication:** Develop and maintain effective lines of communication with the church staff, with church leadership, with Children's Ministry volunteers, and with parents. Respond to applications, emails, texts, voicemails, and mail on a regular and timely basis (Col. 4:6).
- E. Ministry Operations:** Ensure ministry events facilitate an environment of belonging where the Gospel is shared regularly in a manner contextualized to the needs of the children.
 - 1. Curriculum:** Select, implement, and evaluate the curriculum used to disciple our children.
 - 2. Integration:** Seek to integrate children's ministry into all phases of church life to facilitate a culture that is intentionally intergenerational and complementary with other church ministries.
 - 3. Professional Networking:** Appropriately coordinate with other local children's pastors and non-profit leaders in the greater Hood River area for collaborative ministry opportunities (e.g., VBS, Awana, etc.) (John 17:20-23, 1 Cor. 12:12-27)
 - 4. Family Ministry:** Consider ways to invest in and support the family units of HRAC – equipping and encouraging them to be the primary disciple-maker of their children.
 - 5. Budget:** Annually participate in the preparation of the Children's Ministry budget, overseeing its implementation throughout the year.
 - 6. Safety and Maintenance:** Ensure safe and healthy classroom/small group environments. This ranges from overseeing background checks on all Children's Ministry volunteers, to the physical spaces and resources related to Children's Ministry.

Core Children's Ministry Responsibilities:

1. Ephesians 4 Leadership:

- a. Create a Leadership Team within Children's Ministry to guide the process and take initiatives where appropriate.
- b. Recruit, maintain, supervise, and support volunteer teams for all Children's Ministry areas, which is currently 45 volunteers. This effort includes training, equipping, and acts of appreciation.
- c. Pastoral care for volunteers, including reaching out and checking in with volunteers and/or families who miss a few consecutive Sundays.

2. Scheduling:

- a. Provide a yearlong schedule of Children's Ministry events; as well as a monthly/bimonthly training schedule.
- b. Schedule volunteers via Planning Center.
- c. Schedule curriculum for all Children's Ministry areas.
- d. Schedule and offer training for nursery and classroom teachers and helpers.
- e. As needed, schedule approved workers to provide childcare, paid and volunteer, for select church-wide events.

3. Other Ministry Needs:

- a. Provide sign-in procedures and attendance sheets for classrooms.
- b. Create and support a safe environment for children with special needs or challenges.
- c. Supply support on Sunday mornings for overflowing classes.
- d. Provide needed items for classroom teachers. (e.g., supplies, snacks, copies, props, Bibles, coffee, etc.) and make sure rooms are clean and prepared.
- e. Keep Children's Ministry documents up-to-date, as needed: signage in the halls, applications, brochures for nursery and Children's Ministry offerings, and slides for pre-service announcements.
- f. Connect with new children and families and purchase Bibles to bless them with.
- g. Welcome new additions (birth, adoption, foster, etc.) to families.
- h. Work with our Youth Pastor to enlist and train youth workers.

4. Future Growth Possibilities:

- a. As we grow in numbers, restructure to allow K-1, 2-3, and 4-5 grade classes.
- b. As we grow in numbers, add back separate toddler and preschool classes.
- c. Plan and implement community outreach events to reach new children and families.
- d. Provide packets for children in church who do not attend children's programming.
- e. Develop and implement a mid-week program.
- f. Develop and implement summer programming. (VBS)

5. Be Part of a Team

- a. Participate in regular staff meetings and events. Be a team player, help plan and execute all-church functions (e.g., baptism services, special events, etc.).
- b. If appropriate to skill set, be willing to participate occasionally in weekend services in a Host or Teaching role.