



Elizabeth Baptist Church

JOB DESCRIPTION

TITLE: Children's Pastor

General Summary:

This man is expected to lead, direct and participate in all ministry activities involving the Preschool & Children's Ministries at Elizabeth Baptist Church Infant through 5th grade. He will report to the Administrative and Family Pastor, while also developing relationships with parents, children and other pastoral staff that are vital to the success of the ministry. He is full time and expected to be involved in all service activities, church office hours and major events throughout the year. This is a year round position.

Principal Duties & Responsibilities:

Administration/Ministry:

- Oversee and lead the Children's Ministry by meeting and coordinating with other leaders, volunteers and parents to integrate all organizations within the Children's area
- Develop and Manage the budget for the Children's Ministry
- Serve as the communication link between other staff and the Children's Ministry to coordinate activities
- Oversee the volunteers in coordinating the availability of materials/literature with the various children's ministries
- Lead and develop the schedule for the Children's Ministry in coordination with the church calendar by scheduling building space and other resources to avoid conflicts. (ex: setting up activities for Pathfinders, Trekkers, Young Seekers, Children's Programming, VBS, discipleship class, etc.)
- Work with ministry volunteers to manage the inventory of equipment and supplies in children's divisions
- Oversee scheduling of volunteers weekly in accordance with services for all age groups
- Lead recruiting efforts and cataloguing of all volunteers that are willing and able to participate in the Children's Ministry
- Required to follow all Good Shepard (Child/Volunteer Protection) policies and procedures defined by EBC
- Manage and ensure Good Shepard policies are followed for volunteers (Background checks & due diligence)
- Aid in the worship service as requested, including overseeing coordination and planning of children's involvement/activities in worship

- Lead and coordinate large events such as VBS, Baby Dedication, Fall Festival and other Children's Program activities throughout the year
- Coordinator of shared resources with outside Christian Schools utilizing Children's Ministry resources
- Serve as a resource person to appropriate church committees
- Other duties as assigned by the Ministry Team & Church
- Interact with and develop relationships with parents, children and other pastoral staff
- Encourage Church members, especially those with young children, to share their concerns in any area
- As a committed believer in Jesus Christ, show strong evidence of a growing spiritual maturity
- Seek to develop a love for Jesus Christ in the children and their families
- Work diligently towards the spiritual development of the children and their families and provide discipleship opportunities for parents
- Reach out to workers, parents, and children on occasions of sickness and for enlistment, encouragement, and counseling if needed.
- Develop and participate in ministries in schools if needed

Job Qualifications:

Work requires a professional level of knowledge in Children's Ministry, Youth Ministry or School setting equivalent to a Bachelor's degree in an applicable field (or higher level of education) or 5+ years' experience.

5+ years of professional experience in a Children's / Children's Ministry setting is preferred.

- A man who is qualified as described in 1 Timothy 3:1-7, Titus 1:5-9
- You love God
- You are a Christian and model a Christian Lifestyle that reflects the utmost moral character
- Must have a heart for and desire to work with Children and see them grow in their relationship with Jesus Christ as a priority
- Must be willing to agree to a background check and must not have any criminal history

Preferred Attributes:

- Strong Leader
- Strong organizational skills
- Team Player
- Strong communication skills
- Event planning skills
- Recruiting skills
- Servant's heart for God & others

Salary:

The salary for this full-time position is determined by the Personnel Committee with cooperation and input from the Budget Finance Committee

Special Notation

The preceding statements are intended to describe the general nature and level of work being performed by people in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills.