

BAYSIDE WEST COMMUNITY CHURCH
Pastor of Children's Ministries
Job Description

Purpose: "To partner with parents in leading children into a life changing and growing relationship with Jesus Christ."

Full Time: 40+ Hours per week

Reports to: Associate Pastor

Supervises: Children's Ministry Program Assistant, Children's Ministry Preschool Assistant, Children's Ministry Volunteer Staff, and Childcare Leaders

Experience: 3-5 years children's ministry leadership

Desired Education: B.A. and Pastoral Degree

Desired qualities: Understanding of different age group characteristics, learning styles, and spiritual development; able to take initiative and be a team player; willing to be flexible with programming as church continues to grow and change; have a servant's heart and a deep love of children, families and volunteers.

Responsibilities:

General

- Develop overall vision & strategy for Bayside West Community Church Children's Ministry
- Develop & maintain Children's Ministry Budget
- Choose curriculum for all age groups
- Maintain and improve children's classrooms
- Develop policies and procedures to ensure safety of children and quality of instruction and care.
- Create and maintain updated database of kids & parents for ongoing communication
- Oversee marketing and publicity of all Children's Ministry events.
- Maintain the Children's Ministry page on the website
- Partner with the Director of Youth Ministries to provide a smooth transition from Children's Ministries to the Youth program.

Programs

- Directly responsible for Nursery - 5th grade ministry on Sunday mornings.
 - Develop team that assembles supplies for Sunday morning
 - Develop teaching teams for each grade level
 - Prepare and distribute lessons to staff
- Oversee monthly KidStuf program
- Direct and support the 45 Degrees program (monthly gatherings & small groups)
- Direct Breakaway summer camp
- Direct and supervise the Childcare Ministry

- Assist the Special Events Team with Fall Festival Trunk or Treat and Easter Egg Hunt and any other Special Events that pertain to families
- Oversee Wee Glee, Children's Choir program.
- Oversee Wee Play, moms and kids program.
- Assist in All-Church Events ie: Christmas Party, Staycations etc.

Staff

- Supervise the Children's Ministry Program Assistant and Children's Ministry Preschool Assistant
- Hire, train and supervise Childcare staff

Volunteers

- Establish & maintain ongoing volunteer screening (Application & LiveScan)
- Recruit & train new volunteers, both adult and youth.
- Develop regular training opportunities for children's ministry volunteers & staff
- Develop regular training opportunities for youth volunteers
- Develop ongoing communication with volunteers through email/phone
- Celebrate and appreciate volunteers at periodic times throughout the year.
- Emphasis on people development.

Parents

- Develop communication with parents
- Partner with Adult Ministries and Small Groups to provide training opportunities for parents.
- Provide classes and training for parents and families at critical life-stages (i.e. Child Dedication, Salvation, and Baptism).