

Pastor/Director of Children's Ministry

Bethany Community Church

Reports to: Pastor of Children, Youth and Family Ministries

Position Type: Full Time

Direct Reports: Director of Early Childhood Ministries
Campus

Location: Green Lake

Nursery Coordinator

Summary:

As a vital member of the family ministry team, the pastor/director of children's ministry is responsible for developing and leading a dynamic and safe ministry to children, in alignment with Bethany Community Church's Children's, Youth, and Family Ministries' mission of being led by the Holy Spirit to love, inspire, and equip children, youth, and families to follow and be transformed by Christ.

Essential Functions: Provide prayerful, visionary leadership for the overall function of children's ministry, birth through 5th grade. This includes:

Programmatic Leadership

- Oversee/administer a range of care, teaching, evangelism, fellowship, discipleship and service opportunities for children's ministries with specific focus on elementary grades K-3, and preteen 4th-5th grade ministry. This includes, but is not limited to, overseeing weekly services, online ministry offerings, curriculum, events and camp.
- Ensure curriculum is age-appropriate and teacher-friendly, edited to suit the needs of the children and volunteers, delivered in a timely and agreed upon schedule, and consistent with Bethany's theology.
- Prepare and oversee ministry budget. Maintain a standard of careful stewardship, accurate budgeting and consistent use of finance approval and reporting systems.
- Develop and maintain ministry areas with creative, engaging, age-appropriate decor and furnishings. Create systems to ensure areas are clean, organized, well stocked, and clutter-free. Develop systems to maintain and inventory all resources.
- Perform ongoing assessment of programs, procedures, and systems to determine effectiveness, incorporating prayerful discernment and direction from the Lord and church leadership.

Partnering with Families

- In partnership with pastor of children, youth, and family ministries, create and execute an aligned faith formation plan, ensuring programming within the nursery-5th grade supports this plan and reinforces partnering with parents.
- In partnership with pastor of children, youth, and family ministries, establish and execute milestone events, family nights, family services and holiday take-home materials (Advent, Lent.) Create systems to resource families, including weekly take home materials and a physical space to provide parent resources.
- Establish and execute a consistent communication plan with parents, utilizing social media, digital and print forms. Work with Communications Director to ensure church is informed of Bethany Green Lake's family ministry events while aligning with Bethany Green Lake's vision and voice.

Relational Leadership

- Identify the needs for the scope/scale of volunteer partnership for the full ministry. Recruit/train new volunteers through ongoing, effective orientation, placement and onboarding. Keep them informed of, and connected to, the church's mission. Follow the volunteer application process.
- Continually equip, develop and release volunteers into growing leadership positions. Ensure sustainable volunteer roles, structure and training. Develop a volunteer leadership team in which each member assumes an appropriate load-bearing role, building up leaders of leaders in the ministry.
- Provide supervisory mentoring, oversight and support of nursery coordinator and director of early childhood ministries, ensuring consistent execution of vision, values and programming, birth-5th grade.

Collaboration

- In partnership with the Green Lake and BCC family ministries teams, as well as BCC's safety team, ensure safety protocols and policies are established, communicated, and executed with all volunteer teams. Ensure clear communication of these protocols to families through website, signage, print, and digital communication.

- Collaborate with the children's choir director to ensure programming integration into the wider Green Lake children's ministry.
- Collaborate with the Belong ministry, supporting families of kids with disabilities and with foster & adopt families.
- Implement advance calendaring for cross-departmental cohesion and adequate notification for communications, facilities, families and church leadership.
- Utilize agreed upon church systems, including digital programs and software, maintaining accurate records and innovating improvements.
- Be an active member of the BCC Green Lake family ministry team; participate in projects, meetings, goal setting, planning and conflict resolution. Collaborate with Bethany's CYFM staff at other locations.
- Liaison with church leadership to represent and advocate for the ministry's unique needs. Work cross-departmentally to educate and partner with other ministries.

Qualifications:

- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ.
- At least five years of demonstrated experience in full-time staff church leadership. A great sense of calling to work with children, volunteers, and parents.
- Bachelor's degree preferred, or a related equivalent experience.
- A loyal team player, committed to the mission, values, and vision of Bethany Community Church, possessing a desire to invest and develop roots in our community.
- Proven experience building, training, and leading volunteer and leadership teams.
- Enjoys children and developing in them a lifelong passion for following Jesus.
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and the ethics of servant leadership demonstrated by Christ
- Gifted as a leader and teacher of children, birth through 5th grade, and conversant in faith and child development.
- Ability to manage people and financial resources, experience preferred.
- Contagious enthusiasm for learning with a robust knowledge of the scriptures.
- Computer proficiency in Microsoft Office, including Word, Excel, and PowerPoint.
- Maintain First Aid/CPR Certification.
- Possesses excellent verbal, written, and interpersonal communication skills, gifted in public speaking.
- Willing to study and improve knowledge and skill in areas of responsibility.

Other Specifications:

Work Schedule: Typical schedule Sunday through Thursday, with some evenings and early mornings required, 40 hours/week.

Physical Demands: Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift small boxes and/or equipment up to 40 lbs.

Working Conditions: Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule. The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that require multi-tasking. Non-smoking building and environment.

Compensation: Dependent on experience.

Benefits: Full benefits for employees working 21+ hours/week including: medical, dental, and life insurance.

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.