

WILMORE UNITED METHODIST CHURCH

Job Description for the Position of:

Children's Pastor*

Reporting Relationship:

The *Children's Pastor* reports directly to the pastor and is accountable to the Staff-Parish Relations Committee.

Job Definition:

The Children's Pastor is the point person for ministry activities for children birth to 6th grade. The Children's Leader will work with the pastor in regards to program structure and curriculum, and be responsible for the day-to-day details of the children's ministry. She/he will work with parents, volunteers, and other stakeholders as a team to develop, organize, and oversee the children's ministry. The Children's Pastor will have a genuine love of children with the ability to nurture relationships with them and their families. He/she will also have a passion for discipleship and integrating children in to the larger life of the church.

Weekly Expectations: *20 hours/week*

Primary Strengths: Relationship building; Organization; Communication; Spiritual Formation

Essential Functions:

- Recruit, train, and schedule volunteer ministers for children and family ministries, including Sunday evening Kids-4Mation.
- Develop, nurture, and train a pool of nursery volunteers and schedule them accordingly.
- Working with other staff, develop activities that integrate children into the life of weekly worship, including:
 - Recruit, train, and schedule acolytes faithfully
 - Recruit and encourage children to lead in worship (read Scripture, sing, serve communion)
- Recruit and train volunteers for teaching weekly children's worship.
- Plan and teach a monthly Family Sunday School (when not having children's worship).
- Develop, maintain and oversee regular, effective communication with volunteers and parents.
- Maintain an inventory of supplies and snacks for Children's ministry; prepare materials for weekly ministry.
- Meet regularly with the pastor and other staff to ensure the children's ministry is in line with the mission and values of the church.
- Working with other staff, develop an annual plan for children's ministry that coincides with the Church Calendar. The plan will include:
 - Special events, new programming opportunities
 - Reviewing curriculum choices,
 - Training events for workers/volunteers.

*Note that a background check will be performed for all applicants.

Children's Leader Job Description, Version4.0, April, 2020

