



## Job Description

# Children's Pastor

**Date:** July 2019

**Supervisor:** Amy Patton

**Staff Teams:** Pastoral Staff

**Status:** Full-time, 40 hours with health benefits

**Role:** Cast vision and lead RezKids ministries and teams. Provide pastoral leadership for families.

### QUALIFICATIONS:

1. B.A. Required. M.A. beneficial
2. 2-5 years previous ministry experience
3. Member of Resurrection (or commitment to become member within 6 months of start date)

### SKILLS

1. Leadership of complex ministry
2. Problem solve in a fast-paced environment
3. Build relationships with teams and families
4. Work well with other ministries
5. Vision cast to inspire others

### MINISTRY OVERSIGHT

1. Oversee Children's Manager
2. Attend weekly pastoral and discipleship team meetings

### JOB DUTIES

1. RezKids Leadership Overview
  - a. Recruit and train Volunteers
  - b. Create or select curriculum
  - c. Welcome visitors

- d. Pastor families
2. Collaborate and Communicate
    - a. Integrate children into the life of the church
    - b. Represent RK to the church at large
    - c. Collaborate with pastoral staff to ensure RK is integrated into all church ministries
    - d. Enforce and train in safety protection practices
    - e. Set up Sunday morning, and lead Prayer Circle ½ hour before services
  3. Sunday Morning Leadership
    - a. Set up Sunday morning, and lead Prayer Circle ½ hour before services
    - b. Quick problem solving and low stress in pressure situations (i.e. multiple team members don't show up)
    - c. Pastoral connection with all families
  4. Elementary
    - a. Create and enrich curriculum
    - b. Oversee music selection
    - c. Choose summer curriculum
  5. Nursery & Preschool
    - a. Oversee curriculum
    - b. support staff
  6. Special Needs Ministry
    - a. Continue developing the special needs ministry
    - b. Recruit and train personal buddies for special needs children
    - c. Pastoral appointments with parents to resource and shepherd their children
  7. Midweek Ministry
    - a. Recruit activity leaders and shepherds
    - b. Create devotional curriculum to complement the activities
  8. Family Discipleship
    - a. Provide pastoral care for families in conjunction with Pastoral Care Pastor
    - b. Recruit speakers and oversee the creation of adult classes pertaining to the discipleship of children.
    - c. Give families resources for family discipleship

9. Welcome Center
  - a. Recruit and oversee welcome team
  - b. Personally welcome new families
  
10. Baptism
  - a. Lead baptism class
  - b. Meet with older children and parents of younger children
  - c. Lead rehearsal
  - d. Oversee ceremony
  - e. Collaborate with clergy re: special cases
  
11. Integrate Children Into the Life of the Church
  - a. Feast days, Christmas, Holy Week etc.
  - b. Children's choir
  
12. Budget & Communications
  - a. Create a biweekly email for families
  - b. Represent Rez Kids to the greater church
  - c. Monitor lines regularly
  - d. Plan upcoming year's budget

## Fair Labor Standards Act (FLSA)

**Status:** Exempt (full -time)

**Duties:** Ministerial, Lead the ministry of RezKids

**Description:** Exempt = No overtime paid.

FLSA does not apply because of the ministerial exception and essential job duties that include spiritual activities.

## Americans with Disabilities Act (ADA)

### *Job Performance Requirements:*

- Receive Masters degree level of education.
- Occasionally/frequently work weekends
- Must be able to sit in a stationary position for 50% of the time
- Occasional kneeling and bending to re-stock supplies.
- Occasional reaching to gain access to supplies.

- Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Occasional overtime hours
- Frequently communicate with people (parishioners, staff, etc) who have inquiries about sermons, service events, projects, etc. Must be able to exchange accurate information in these situations.
- Identify material from a computer with a 13in screen.

*This job description is subject to change at any time.*