

## **POSITION DESCRIPTION**

### **ASSOCIATE PASTOR OF CHILDREN'S AND FAMILY MINISTRIES**

<b>Reports to:</b>	Senior Pastor
<b>Directly Supervises:</b>	Children's Ministry Volunteers Nursery Coordinator Director of Children's Center Children's Ministry Intern(s)
<b>Status:</b>	Full Time
<b>FLSA:</b>	Exempt

### **POSITION SUMMARY**

The Associate Pastor of Children's and Family Ministries will provide comprehensive leadership and oversight for all children's related ministries (birth – 5<sup>th</sup> grade) as well as promote and establish effective working partnerships between FirstB and parents for the overall spiritual formation of their children and family. In addition, the Pastor of C&F ministries will be FirstB's primary advocate and driver for strengthening families and equipping parents.

### **ESSENTIAL FUNCTIONS**

- Articulate and communicate a clear and compelling vision and strategy for Children's and Family Ministries
- Evaluate, choose and adapt a curricula that best fulfills the mission of the church and most fully achieves the vision of the C&F ministries.
- Establish annual and long-range goals for C&F ministries that are consistent with FirstB's mission, process and strategic plan.
- Develop, plan, promote, implement, and evaluate the church's ministry to children (birth - 5<sup>th</sup> grade) including: a graded Sunday School, Wednesday evening clubs, Vacation Bible School, Children's Church, Nursery, a Children's Musical Production, and various other special events.
- In concert with the Pastoral Staff, develop, plan, promote, implement and evaluate ministries designed to strengthen FirstB families.
- Assist the Director of the Children's Center to develop, plan, and implement the church's ministry to children being served by various divisions of the Children's Center.
- Recruit, train, manage, supervise, and appreciate teachers, helpers, musicians, and any other volunteers necessary to staff Children's Ministries at FirstB.
- Resource, advise, supervise, and annually review the Director of the Children's Center and participate in Children's Center Board meetings as the Pastoral Staff representative.
- Resource, advise, supervise, and annually review the Nursery Coordinator as well as any other direct report part-time staff positions.
- Participate in weekly Pastoral Staff meetings and work together with the Pastoral Staff to coordinate and compliment each other's ministries as well as develop a cohesive annual and long-term strategic plan.

- Partner with parents in their child's spiritual formation by providing multiple and regular classes, resources and experiences that equip and encourage parents in their role as primary spiritual instructor and guide.
- In coordination with other Pastoral Staff, provide pastoral care to families with children (birth – 5<sup>th</sup> grade) who are in crisis. This responsibility may include hospital visitation, acute family counseling, grief counsel and care, praying with and for families, etc.
- Be prepared to perform other pastoral duties including baptizing children, serving communion, dedicating babies, visiting families, etc.
- Prepare an annual report to the congregation of ministry development each year as well as an annual vision presentation that communicates to the congregation where God is leading the C&F ministries in the coming year(s).
- Develop, implement and maintain effective and regular communication with parents concerning C&F ministries, utilizing both hardcopy publications (such as the Times and occasional reminder cards) and electronic communications tools (such as the church Web site, blogs, and the "phone tree").
- Submit to annual reviews conducted by the Senior Pastor and the Personnel Team.
- Develop and maintain a budget for all C&F Ministries.

## CORE COMPETENCIES

- **Personal Faith and Integrity:** Possesses a mature faith that expresses itself through a dynamic, disciplined relationship with God, highly developed Spiritual gifts, and a love experienced by everyone he/she encounters. Demonstrates honesty and integrity that is above reproach.
- **Biblical Intelligence:** Is biblically trained and possesses a broad knowledge of the scriptures. Able to translate biblical stories and principles into understandable and relevant applications that go beyond behavior modification to core spiritual formation in children and adults.
- **Child Development Intelligence:** Has knowledge and understanding of the different stages of physical, emotional, educational and spiritual development of children.
- **Family Systems Intelligence:** Comprehends the wide-range of family systems in the culture, both healthy and unhealthy, and can formulate a reasonable plan for how to minister effectively to each. Is convinced and committed to the notion that parents are, for better or worse, the primary influence in a child's spiritual formation and thus must be engaged as partners in the process, even if that means having to reach and equip them for the task.
- **Leadership Intelligence:** Exhibits a mature confidence and presence in leading, training, and supervising staff and volunteers. Possesses an articulate and persuasive vision for C&F ministries and can translate it into a practical strategic implementation plan. Communicates vision and strategy clearly and persuasively. Is known to be an encourager and equipper of volunteer staff.
- **Relational Intelligence:** Relates well to people, whether above, below, or parallel on the organizational chart. Is well-liked by those who work in the ministry. Works well in a team setting and enjoys collaboration in ministry development. Handles criticism well (whether

constructive or not), and has the intuition and skill to help resolve conflicts. Protects confidences and anonymity where appropriate. Is loyal to staff, leadership and church.

- **Adaptability Intelligence:** Excels in an innovative environment and is comfortable with a measure of uncertainty and change. Understands the dynamics of the change process in an established church setting and does not become easily frustrated with resistance to or slowness of change. Continues learning and challenging her/his own assumptions and paradigms, and can process those thoughts effectively with others.
- **Communication Intelligence:** Possesses the ability to communicate clearly and effectively with children and adults. Competent in a wide variety of communication genres including vision casting, skills training, teaching both children and adults, one-on-one counseling/mentoring, small group interactions, etc. Understands the need for constant communication with families and can effectively utilize multiple types of media, both electronic and hard copy, for this purpose.
- **Current in Field:** Well read and able to identify and discuss current trends in C&F Ministries. Able to evaluate and assimilate ideas and solutions from a wide-range of sources for effective, biblical, cutting-edge ministry.

### **PREREQUISITES TO EMPLOYMENT**

- Signature of full agreement with the FirstB statement of faith.
- Signature of compliance with the American Baptist Convention code of ethics.
- Submission to a criminal background check, the results of which can be a determining factor in hiring.