

**FAITH EVANGELICAL CHURCH
3145 SWEET WATER DR, BILLINGS, MONTANA 59102**

MINISTRY DESCRIPTION

POSITION/ TITLE: Children's Ministry Pastor

PERSONAL QUALIFICATIONS:

Personal

1. Must be in agreement with the purpose, philosophy and doctrine of Faith Evangelical Church and willing to work and maintain harmony with all the pastors, and general staff.
2. Must possess the qualities of self-motivation, self-evaluation, accountability, punctuality, and responsibility.
3. Must have a call or passion for the children's ministry.
4. Must maintain a life of godly integrity and have a good reputation in the community.

Professional

1. Must have the skills of: goal setting, evaluation, conflict resolution, and relationship building.
2. Must be proficient in training and equipping/empowering volunteers for excellence in Children's ministry.
3. Must have specialized training or the equivalent experience in children's ministry.

Training/Experience

1. Pastoral Education Degree with completed Ordination preferable.
2. One seminar per year in children's ministry.
3. Must have a minimum of two years successful experience in a children's ministry position.

REPORTS TO: Associate/Executive Pastor

WORKS WITH: Pastoral Staff, Children's Ministry Assistant, Nursery, Office staff, teachers and volunteers.

SUPERVISES: Nursery Coordinator, Children's Ministry Assistant and Children's Ministry volunteers.

POSITION PROFILE: This position covers the following ministries: Bible in Life - 3years-adults, Dicipletown, AWANA Ministry (3yrs. through 4th grade), Nursery Ministry, Vacation Bible School, Junior Camp Ministry, and other special events as scheduled for children and their families.

WORKING SCHEDULE: Exempt full-time salaried position

MINISTRY RESPONSIBILITIES:

1. Adminstrate the early childhood and elementary Bible In Life Ministry (Sunday discipleship training).
2. Adminstrate Dicipletown (Children's Church) ministry.
3. Adminstrate the Children's Club (AWANA) Ministry.
4. Provide supervision for the Nursery Ministry.
5. Adminstrate Yearly Vacation Bible School.
6. Oversight/teaching of the Junior Camp Ministry at Beartooth Christian Ranch.
7. Communications and publicity ministry as needed.
8. Coordinate Special Events with children's emphasis throughout the year.
9. Become proficient in Church Community Builder (CCB) software (church database) including login, develop ministry groups for volunteers/leaders, utilize email communication and scheduling with group members, enter attendance for ministry events and submit monthly attendance reports to supervisor to report to the administrator.
10. Proficient with CCB check-in system for tracking, attendance and enrollment of new children. New enrollees will fill out registration cards to be turned in for data entry into the database.

CHURCH ORGANIZATIONAL RESPONSIBILITIES:

1. Engages in regular supervision with your supervisor.
2. Fully support and live out Faith Evangelical Church's Mission, Vision and Value statements.
3. Deal helpfully and constructively with all other staff members, lay leaders and volunteers within the Faith Evangelical Church body.
4. Represent Faith Evangelical Church in a Christ like manner in our community.

Signing on behalf of their position and agreeing to accept all the accountabilities is:

EMPLOYEE

_____/_____/_____
DATE

Signing on behalf of their position's team leader and agreeing to accept all the accountability and committing to provide support, prayer and supervision is:

FAITH CHURCH REPRESENTATIVE

DATE

TITLE

Revised 1/09; 6/11; 3/13; 12/15; 2/16; 12/17