

Children's Pastor Job Description
(Full Time Maternity Leave- 13 Month Contract)

Central Church is looking for an individual to come on the team and fill in for a Maternity Leave. This will be a 13 month contract, and is full time with benefits.

Central Church is located right between Fergus and Elora. We have a vision and desire to be a vibrant part of our community. We are a church that values kids and believe strongly that a healthy kids ministry is an incredible way to reach young families.

If you are called to ministry and have a heart for kids and families, and want to be a part of a great team, a great church, and a great community, we would love for you to submit your application. Email your application to curtis.moore@centralchurch.life

Accountability

Reports directly to Lead Pastor.

Leadership Development (30%)

Vision for Central Kids

- Discuss facility ideas and strategies as growth continues
- Develop behavior management strategies and implementation
- Facilitate the transition of kids into Jr. High Min. in partnership with the Youth Pastor
- Recruit, Train and Equip Team Leaders & Team Members
- Communicate regularly with team members
- Processing applications and training of new team members
- Plan and facilitate semi-annual meetings with each Central Kids team
- Lead bi-monthly Lead Team meetings; planning the annual calendar, casting vision, and discussing solutions to various scenarios
- Lead an annual Protection Policy training event
- Pastoral visitation with Central Kids parents and team members

Administration (35%)

General Administration

- Schedule all Central Kids ministry teams
- Purchase supplies
- Communicate with other staff
- Maintain, implement and execute the Central Protection Policy
- Oversee incident reporting process and stocking First Aid kits in Central Kids areas throughout the building
- Plan the ministry calendar; create reports/proposals and implement ideas for Central Kids ministry
- Update the Central Kids portion of the Central website
- Facilitate and Lead Mid Week Kids Program
- Develop and maintain annual ministry budget

- Complete monthly credit card statement forms, deposit sheets, and other financial documentation

Central Kids Sunday Morning Experience

- Create a Central Kids Check-In system, including all appropriate program information
- Set up each classroom and oversee each leadership team
- Lead Sunday am team prayer
- Oversee the Resource Room
- Prepare Curriculum
- Maintain ministry equipment such as toys, lanyards, tags, and facility

Family Discipleship – 15%

- Plan and run large Central Kids Events
- Plan Central Kids Family Events
- Plan & Host quarterly Equip Nights/Date Nights for parents
- Church Family Events (Tobogganing, Gingerbread House Night, Games Night, etc.)
- Church-Wide Children program for Special Events
- Plan, prepare and distribute Kids Packs for Family Services (Christmas Eve, Team Member Celebration & Other Family Events)
- Family Information & Childcare for quarterly Welcome/Membership Lunches

OUTREACHES – 10%

- Kids & Family Outreach Initiatives
- Build community relationships and partnerships
- Fall Family Carnival
- Plan, oversee and execute March Break Day Camps
- Plan, oversee and execute Summer Day Camps (Hire and Manage summer students – when applicable)

OTHER – 10%

- General Tasks
- Serve with Staff Team to Accomplish the Vision of Central Church as Kids Pastor
- Preach Sunday mornings throughout the year.
- Other duties deemed necessary by the Lead Pastor.