



JOB DESCRIPTION: CHILDREN & FAMILY LIFE PASTOR (Temporary Maternity Leave)

OUR PASSION

Our passion is to build simple, safe, and sacred environments that help people FIND HOPE in the person of Jesus and FIND HOME in His family.

OVERVIEW

Bring oversight and leadership to all aspects of children's ministry at Parkwood from birth to grade five, including:

- Early Years Director and Children's Ministry Administrator, providing guidance and mentorship, as well as oversight of work schedules and vacations
- Sunday AM Sunday School (grades 1-5)
- Kidspllosion: Wednesday midweek program (grades 1-5)
- Alpha Kids program
- Kids Week: week-long summer outreaches
- Day Camps: March break and summer
- Resource Room: maintenance and supply of audio/visual equipment and teaching supplies
- Plan to Protect Policy & Procedure Manual
- Parent/Family Events: child dedication workshops, parent cafes, parent resources, promotion and registration for events in conjunction with the junior high and high school pastors
- Administrative staff, interns, summer students
- Childcare during special events (Easter, Christmas, and other special services)
- Administrative Duties: Planning Center, website, newsletters, social media (in conjunction with social media specialist), curriculum, etc.
- Special needs ministry to children and families

CHILDREN'S MINISTRY & FAMILY LIFE RESPONSIBILITIES

- Communicate the children's ministry mission statement to all children's workers.
- Recruit, train, oversee and encourage all children's ministry department heads.
- Assist department heads in recruiting, training, and overseeing their ministry volunteers.
- Be informed and aware of all children's departments on a continuing basis, including curriculum, scheduling, special events, personnel, planning, and vision.
- Plan to Protect Policy and Procedure Manual:
 - Ensure training sessions are offered a minimum of twice a year.
 - Ensure screening of all applicants is complete.
 - Keep files on all workers covered under Plan to Protect (ie. children & youth workers, security).
 - Process and keep records of any incidents contrary to Plan to Protect policy.
 - Ensure that Plan to Protect Policy is up to date and adhered to in children's ministry departments.

- Oversee a children's ministry committee with representation from children's departments and families of Parkwood for the purpose of support, communication, future planning, and feedback.
- Develop and facilitate outreach to community children through existing ministries, special events, or new ministries (ie. Kids Week, day camps, etc.).
- Share resources with other ministries, such as training opportunities, curriculum, special events, etc.
- Work with other departments where crossover occurs or needs arise (ie. grades 5-6).
- Keep the children visible to the congregation of Parkwood, allowing them to share in the vision for this new generation.
- Be available to troubleshoot in matters pertaining to children and children's ministries.
- Lead child dedication workshops.
- Partner with parents and engage them in their children's ministry through family events, parent events, volunteer involvement, etc.

OTHER RESPONSIBILITIES

- Participate in weekly staff meetings.
- Attend all general church services and functions.
- Maintain full time office hours that achieve a balance between the expectations for a member of the church staff and the realities of an effective and productive ministry to children.
- Perform other duties as assigned by the Lead Pastor and Executive Pastor.

COMPENSATION

- Salary and housing allowance
- Travel allowance as per Parkwood Policy for Pastoral Staff
- Parkwood benefit package
- Pension plan as per Parkwood Policy for Pastoral Staff
- Vacation and sick leave as per Parkwood Policy for Pastoral Staff

ACCOUNTABILITY

Directly accountable to the Lead Pastor and Executive Pastor of Parkwood