

Poplar Ridge Friends Meeting

CHILDREN'S PASTOR

Part Time

I. PRIMARY FUNCTION

To promote the work of God's Kingdom by visioning and leading the Children's Ministry at Poplar Ridge Friends Meeting. The goal of this position will be to build a ministry which partners with the Holy Spirit, in the transformation of children into the likeness of Jesus Christ.

II. PRIORITY FOCUS

The priority focus of this ministry will be evangelism and spiritual nurturing of the children of Poplar Ridge, along with outreach to the children of the surrounding area.

III. REQUIREMENTS

- Must have a personal relationship with Jesus Christ, having accepted Him as Savior and Lord.
- Must be in harmony with the teachings of Friends as outlined in our *Faith and Practice*.
- Should have previous training and/or experience in children's ministry.
- Must be familiar with and committed to the Church Mission Statement of Poplar Ridge Friends Meeting.
- Must have a desire for personal growth and development in his/her calling as a Children's Pastor.
- Will work with children from birth through 4th grade.
- Must be willing to be a "team player" with the rest of the ministry staff and leadership of the Meeting.
- Must maintain regular time for reading God's word and for prayerful and obedient responses to God's leading.
- His or her honesty, integrity, and ethics must be above reproach.

IV. DUTIES AND RESPONSIBILITIES

A. As Children's Pastor

- Evaluate the total Children's Ministry Program to determine areas of need and implement strategies that will develop devoted followers of Jesus Christ.
- Work with Church Ministries Pastor to assess individual spiritual gifts and mentor people into the right positions within the Children's Ministry.
- Assist in selection of teachers and leaders for Children's Sunday School classes and other special groups.
- Assess and evaluate the spiritual and Christian educational needs of the children within the Meeting, and with Christian Education Committee, make recommendations to Monthly Meeting for improvements.
- Keep accurate records of all children in all age groups to evaluate current resources needed and future resource requirements.
- Keep accurate records on potential members and their families to assist the Senior Pastor with outreach and visitation of children and their families.
- Work with the Finance Committee and Christian Education Committee to develop a yearly budget for his/her area of ministry.
- Serve as a resource for committees (i.e. Nominating Committee, Christian Education Committee, VBS, and special activities).
- Involve as many volunteers as possible in the life and work of the church.
- Assist as needed in conversion experiences, altar counseling, and personal evangelism.
- Be aware of child safety concerns, and if needed make recommendations to House and Grounds or Monthly Meeting.
- Be dedicated to the Vision that every believer can and should be growing into the likeness of Jesus Christ.
- The Children's Pastor will serve on the Upward Basketball Advisory Board at Poplar Ridge.

B. As Staff

- Responsible to Ministry and Counsel (Elders) and Senior Pastor for his/her ministry and its effectiveness.
- Attend weekly staff meetings with other ministry staff (*Staff will work together to accommodate one another regarding time of staff meetings*).

V. PERSONAL

- Devote approximately 15 hours per week to this position.
- Allow 30 hours (2 weeks) of paid vacation per year, not to exceed two Sundays per year. Time off should be coordinated through the Senior Pastor.

VI. ACCOUNTABILITY

- Children's Pastor reports to Ministry and Counsel with primary oversight by the Senior Pastor. Direct supervision of no other staff members.
- Annual job performance appraisals will be conducted both individually and by the Senior Pastor.