**Job Description**

**Children’s Pastor**

**I. Position Summary.**

This individual will be responsible for the general oversight of the Children’s Ministry of Richmond Pentecostal Church, which includes newborns to children aged 12 years. This individual will make every effort to insure that RPC’s ministries to kids are Bible based, prayer induced, and Holy Spirit led. Further, the same effort will mark the creative, visional, caring and supportive aspects of this ministry, and be in full union with the overall purposes of RPC, as well as its vision and values. The foregoing will be exemplified and taught to our children and those who are serving in this area of ministry. Finally, like effort will be made to stay current, keeping the RPC Children’s Ministries on the leading edge of development.

This person is directly accountable to the Associate Pastor, and via him to the Lead Pastor. Ministry Coordinators and Team Leaders will be appointed by and accountable to the Children’s Pastor after consultation with the Lead Pastor and the Pastoral Leadership Team.

**II. Oversee special ministry areas.**

A. Sundays:

1. Oversee the Children’s Ministry during the morning facilitating age- specific spiritual formation: balance in worship via Bible, prayer, gifts, fellowship, mission /community impact, arts/music, benevolence, service, *et al*.

2. Oversee the volunteering, leadership development, and training of coordinators, teachers,

leaders, and other needed ministry personnel.

3. Oversee curriculum selection and program planning.

4. Follow-up, in consultation and coordination with the Pastoral Team of RPC, new families as well as regulars that appear to be absentee.

5. Oversee the care for pre-educational aged children via the RPC nursery.

B. Midweek:

1. Plan and implement a care group ministry for children during the midweek Fellowship Night (e.g. Pioneer Clubs, AWANA, or etc.).

2. Oversee the care for pre-educational aged children via the RPC nursery.

C. Periodic:

1. Implement the *Plan To Protect* child protection policy by thoroughly understanding it and holding training sessions as needed.

2. Provide general oversight for RPC Children’s events and recruit & train leaders to staff the

events. These events include, e.g., Fall Round-up Sunday, Summer in the Park,

Christmas events, VBS, and other outreach/follow-up efforts.

3. Expansion & adjustment of the RPC children’s ministry in consultation with the Leadership

Team, in order to meet the needs of our changing area & times.

4. Recruit, in consultation with the Leadership Team, ongoing volunteer leadership that will

assist in the oversight of various aspects of the children’s ministry.

*(This area may receive some support from office staff in the future.)*

5. Similarly appoint, as needed, lay coordinators for the areas of Nursery, Children’s Church,

Sunday Street, Midweek Clubs, Sunday School, and additional ministries.

6. Encourage and serve the individuals of this team in their roles, regularly meeting and working with them, in order to evaluate the ministry.

7. Keep track of Volunteers’ Criminal Record Check

**III. Other Responsibilities**

A. Showing full support for the Lead Pastor and implementing church vision in every possible way.

B. Ensuring that there is a balanced approach to scheduling of leaders and Children’s ministry staff to compliment the efforts of other ministries in the Church.

*(This area may receive some support from office staff in the future.)*

C. Attending weekly staff meetings and other staff functions.

D. Pursuing ongoing professional development regularly, with opportunities/options to be approved by the Lead Pastor

E. Contributing to the broader fulfillment of the vision and accomplishment of long and short term goals of the church by working with other staff and ministry leaders in the broader scope of ministry in the church (e.g. Women’s Ministries, Prayer Meetings, work days, etc.).

F. Labouring with the Youth Pastor on transitioning children/preteens into the Youth Ministry.

G. Assisting the Pastoral Team (Leadership Team) in developing ministry strategies for RPC.

H. Understanding the relationship between RPC and RPC Childcare Society, and communicating with the Director of RPC Childcare Society any recommendations related to the shared use of

facilities and the opportunities that present themselves through RPCCS.

I. Being familiar with the various policies re: use of facilities, office procedures, scheduling, security, *et al*., and assist in the development and implementation of these policies.

J. On rarely needed occasions, be available to open or lock up the church facilities.

**IV. Position Requirements**

A. Having a heart for God and for children.

B. Having a passion to see children come to know God and grow in their relationship with Him.

C. Understanding, agreeing with, and living out the vision and values of RPC.

D. Being a Member of RPC.

E. Understanding how a balanced children’s ministry functions.

F. Understanding the developmental processes of children (physical, emotional and spiritual).

G. Having children’s ministry leadership education and/or experience.

H. A degree(s) in the area of teaching or child development is an asset, but not required.

I. Pursuing and then maintaining credentials in BC-Yukon District of the PAOC.

**V. Terms of Employment**

* This position is a full time position
* This individual will be remunerated according to terms worked out by the RPC Board and mutually agreed upon by the individual and the RPC Board.
* This individual will have a criminal record check completed. If a prior criminal record is revealed, this may result in a reconsideration of this person’s appointment.
* This position will also be subject to a review and evaluation after 6 months, after which time this position will be reviewed annually.
* The duties of this position, as with any position at RPC, may be changed after the yearly review by the RPC Board.
* This relationship may be terminated by the individual with sufficient written notice.  The Church Board may dismiss the individual with 30 days’ notice for failing to meet character qualifications or failing to fulfill the ministry job description.

Please send resumes and Ministry Matching Questionnaire to Pastor Jim Caruso: jim@richmondpentecostal.org

*January 07/2019*