



Pastor of Children and Family Ministries

Job Description

Purpose: To encourage children and their families in their relationships with God, fostering community with each other and within the church body and to equip children and families for service in the broader community and the world.

Reports to: Pastor of Adult Spiritual Formation

Primary Duties and Responsibilities:

- Develops and oversees all church programs related to families and children
- Encourages the staff and volunteers who work with families and children to understand and support the overall vision of the Family and Children's Ministry at Pasadena Covenant Church
- Plans annual ministry programs and budget in line with the church's overall mission and vision
- Reviews and selects curriculum, equipment, and resources for implementing ministry plans
- Participates in the life of the congregation through regular involvement in worship and church events
- Supervises children's ministry assistant(s) for Lil' K and Edge Ministry and unpaid assistant(s) for K-4 Sunday School and Club 145
- Recruits and equips volunteer leaders to assist in leading family and children's ministry programs
- Develops application and enacts interview process for children's ministry volunteers
- Coordinates volunteer appreciation recognition
- Provides regular, direct involvement in children's programs, including teaching
- Plans community-building and family outreach events
- Creates mission opportunities for kids and families
- Communicates with families and volunteers through web, email, newsletter and regular meetings with parent advisory groups
- Cultivates relationships with church families and parents of children in the children's programs
- Oversees and coordinates Family Ministries webpage content
- Provides resources for families to use in their spiritual formation at home
- Coordinates special events such as camps, VBS, and holiday activities
- Encourages families to be active in the life of the church and worship
- Staffs classrooms for special event programs

- Participates on Spiritual Formation Team Meetings
- Oversees other projects and tasks as requested by supervisor

Additional Duties & Responsibilities during Transition Time:

- ?

Qualifications Needed for the Position:

- Strong leadership, organizational, and time management skills
- Excellent interpersonal skills
- Demonstrated leadership experience in church-based children's programs
- Ability to supervise, encourage and empower others
- Proven ability to plan and organize major ministry events
- Good communication and discretionary skills
- Preferred graduate-level training in theological education, with experience in child development, family systems; degree appropriate to position
- Open to job-sharing or non-traditional employment arrangements
- Committed to his/her own Christian journey, to the priority of God's relationship in his/her life, and an active participant of Pasadena Covenant Church

Supervisory Responsibilities (including paid staff and volunteers):

- Paid and unpaid ministry assistants
- Parent and child volunteers

Council Liaison Responsibilities

- None