Position | CHILDREN’S MINISTRY TEAM LEADER
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Initial | March 2010
Revised | July 6, 2010
Hours Required | 20 hour / week

**Job description**

This position is designed to be part of a Children’s Ministry Leadership Team (CMLT) who together has oversight of all the ministries to children from 6 months to 6th grade. The leader will be primarily responsible to lead and facilitate the team to effectively fulfill and further the ministry to children and their families.

The Children’s Ministry Team Leader of Pacific Community Church will coordinate a wide range of administrative and support related tasks in relation to the operation of the Children’s Ministry of the church. This person will have a developed understanding of children and their need to grow in the faith and understanding of the church. The Leader will have a genuine love of children; be enthusiastic; be creative; have a capacity to teach and demonstrate God’s love in Christ through Bible story-telling and counsel; have strong relational skill to connect with parents, volunteers and staff and have team building capacity to coordinate the CMLT’s purpose to cultivate a faith developing and safe environment for children.

**Specific job responsibilities:**

**Direct & Oversee**

The Leader facilitates the Children’s Ministry Leadership Team (CMLT) to accomplish the work of the Children’s Ministry of Pacific.

- Create and run Sunday morning children's ministry as well as other CM events and programs.
- Initiate, set agendas and conduct regular meetings (approx every 2 months) with the CMLT.
- Building relationships, encourage and empower the individuals of the CMLT and volunteers.
- Delegate responsibilities and tasks to members of the team and key volunteers as gifting and abilities are discovered.
- Work with Pastoral staff to cast and communicate a vision for Children’s Ministry that is consistent with the Distinctives of Pacific.
- Implement and strategize to achieve outcomes that draw children to a relationship with Jesus and experience and participate in Christian Community.
- Ensure classrooms have adequate supplies, resources and facilities each week.
- Plan an annual retreat or leadership training conference for the team.

**Plan to Protect**

For the safety and accountability of the ministries of the church, the CMLT Leader is expected to uphold and sustain the Plan to Protect policies in the life of Children’s Ministry and volunteer engagement in order to maintain the highest standards.

- Submit to and be an expert in Plan to Protect.
- Promote training.
- Take part in the administration of the Ministry Application Process as needed.
- Work with the Ministry Action Team Coordinator and the team to successfully integrate and evaluate Plan to Protect and the Application Process.
- Work with the CMLT to be familiar with PTP and the Application Process as well as application follow-up for potential ministry volunteers.
Ministry Engagement (volunteer)
Strategize regarding the replenishment of volunteers for each class and be aware of the volunteer needs in each area of the Ministry.

- Be available to teach classes, but not on a regular schedule.
- Work with volunteers to encourage, nurture and develop them.
- Be relational with volunteers and leaders through Sunday morning and weekly contact.
- Encourage volunteer engagement of parents, members and regular attendees of Pacific by being relational and approachable.
- Plan an annual Volunteer Appreciation event.

Planning/Administration
Communicate with the Children’s Administrative Coordinator and delegate tasks per their Job Description

- Ensure fall registration and launch each September is planned and carried out.
- Utilize purchaser to assure that all curriculum, materials, snacks, furniture, equipment and other supplies are available for CM classes and events.

Reporting
The CMLT Leader is responsible to the Board of Elders and membership of Pacific Community Church to provide reports regarding the ministry.

- Submit monthly Ministry summary reports to the Board of Elders (template provided) of the Ministries’ activities and team health. Spend time in key areas of accomplishment, concerns and future goals.
- Be responsible to write and annual report to be part of the Annual General Meeting organized by the Board of Elders.
- Be ready to submit articles to be published in other printed materials of Pacific. Such as; Leadership Voices, Website, Ads, Communication Bulletins etc.

Budget

- Develop, submit and be accountable for the budget of the Children’s Ministry.
- Exercise and promote good stewardship in the expenditure of funds.

Program Evaluation
They will also lead the CMLT to help support and evaluate the ministry on a regular basis.

- Work alongside pastoral staff and ministry volunteers to review and set curriculum materials and educational tools for each of the Children’s Ministry classes and programs.
- Evaluate the volunteer and budget capability of putting on an annual Children’s Christmas performance.

Development of Family Relations
The CMLT Leader must possess a flexible, energetic, and outgoing personality and a natural gift for relating to children and families.

- Be a constant presence, out front each Sunday getting to know children & families.

Communication
Communicate with the leadership and families of Pacific Community Church.

- Must have the ability to communicate with children at their level.
- Create Ads for submission to the News4U and bulletins as needed.
- Utilize and upkeep Pacific’s web database and encourage leaders and volunteers to utilize the website for communication purposes.
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<thead>
<tr>
<th>Working relationships</th>
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<tbody>
<tr>
<td>Who you are responsible for</td>
<td>Children’s Ministry Team, Children’s Ministry Volunteers</td>
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<tr>
<td>Who you are responsible to</td>
<td>Executive Pastor</td>
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<td>Who you work closely with</td>
<td>Team Leaders, Administrative Coordinator, Staff of Pacific Community Church</td>
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<tr>
<th>Character Strengths &amp; Gifting required</th>
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<tr>
<td>Godly</td>
<td>High integrity</td>
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<td>Helps</td>
<td>Leadership</td>
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<td>Administration</td>
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<td>Team Player</td>
<td>Ability to manage stress</td>
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<td>Flexible</td>
<td>Delegation</td>
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<td>Servants heart</td>
<td>Conflict resolution</td>
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<th>Skill required</th>
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<td>Organization</td>
<td>Multitasking</td>
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| Other comments |  |