



Children's Pastor Job Description

Leadership

Supervise, develop and support the Fellowship Kids (FK) staff team and volunteer leaders to meaningfully and effectively carry out their work in the church, while overseeing this ministry's pursuit and fulfillment of the church's Vision Frame and Horizon Storyline (see attached).

1. Pray faithfully for FK staff, parents, children and volunteer team.
2. Lead FK staff team through prayer, coaching, accountability, motivating, inspiring, affirming, empowering, evaluating and exhorting.
3. Effectively communicate to volunteers and families the role of children's ministry in fulfilling the church's Vision Frame.
4. Lead regular team meetings for both staff and volunteer leadership and professional development opportunities for the staff team.
5. Represent children's ministry and FK team in meetings, at functions and other events.
6. Attend A-Team meetings, Ministry Leader Meetings and other regular meetings as requested by your supervisor.
7. Monitor and report on the status, progress, and results of children's ministry.
8. Manage evaluation and feedback to ensure that goals are being achieved.
9. Meet with the Student Ministries Pastor and Marriage & Parenting Pastor together at least monthly to assure that you are partnering strategically and with unity from birth through graduation.
10. Meet regularly with your supervisor to discuss ministry goals, objectives, challenges, needs, strengths, weaknesses, opportunities, threats, etc.
11. Develop the overall strategic plan and budget for children's ministry in alignment with church's Vision Frame, Horizon Storyline, and annual objectives.
12. Look ahead, envisioning what is on the horizon and orienting and challenging others toward the future:
 - a. Help envision, start and empower new ministries as and where needed.
 - b. Challenge and reinvigorate existing ministries as needed.
13. Supervise FK staff team in fulfilling their respective roles and responsibilities and in effectively directing and managing their ministry areas, specifically help them:
 - a. Understand and fulfill their job descriptions.
 - b. Align themselves and their ministry areas to the church's Vision Frame and Horizon Storyline.
 - c. Pursue personal development and discipleship through Younique as well as quarterly objectives.
 - d. Identify, secure and administrate needed resources and volunteers.
 - e. Make key decisions and resolve conflicts and problems.

Ministry Oversight & Direction

Oversee and manage all ministry opportunities, especially the weekly Sunday morning gathering, so that children's ministry runs smoothly, safely, effectively, and efficiently.

1. Oversee the development and implementation of quality, age-appropriate and Biblically based curriculum, ensuring that it is beneficial for the building of discipleship relationships, faith skills, and growth.
2. Oversee a safe and healthy ministry environment each Sunday morning that allows children engage in large and small group experiences, which provide opportunities to come to know and grow in their relationships with Jesus Christ.
3. Oversee the recruiting, training and coaching of volunteers to accomplish ministry objectives and goals.
 - a. Cast vision for the personal spiritual impact of service.
 - b. Raise awareness of the need and benefit to the church of consistent FK volunteers through ongoing recruiting efforts aligned with Serve Your Church campaigns and one-on-one relationships.
 - c. Appreciate volunteers through various events, cards and other means of encouragement and celebration.
 - d. Build alignment with all Service Teams in partnership with strategy head for Service Teams.
4. Successfully assimilate new families and children into children's ministry and the church in partnership with the Connecting Ministry.
5. Coordinate and support partnership strategies with other ministries through the mission emphasis of children's ministries while fostering a desire in children and families to live missionally.
6. Develop and oversee engaging children's programming for all strategic family and all-church events designed to build community and invite neighbors (e.g., Mom Life, Fun Days, etc.).
7. Oversee and ensure existence and adequacy of and provide oversight for budgeting, resources, and communications, specifically:
 - a. Oversee budget development and monitor budget compliance.
 - b. Provide and maintain safe and adequate facilities for effective children's ministry and operations.
 - c. Maintain an accurate children's ministry presence on the church calendar.
 - d. Ensure quality, effective and strategic communications in partnership with the Communications Department, including website, digital, and print, signage, etc.

Pastoral

Live out the mission of the church by partnering with parents to disciple children and ensure that all volunteers and staff are challenged and cared for by this ministry.

1. Communicate and engage parents with the vision to actively take the lead in the discipleship of their children and provide resources and support through the ministries as well as personal engagement, including social media avenues, open houses, at home resources, personal meetings, etc.
2. Ensure that all FK volunteers are:
 - a. Recognized and utilized according to their giftedness.
 - b. Effectively assimilated into the areas of ministry in which they serve and into growth opportunities as individual followers of Christ (e.g., issue challenge to join a Life Group and participate in Training Experiences).
 - c. Cared for, counseled, prayed for, visited, and otherwise encouraged in times of need.
3. Help evangelize children and confirm them for baptism:
 - a. Equip parents to share the gospel, have faith talks and otherwise actively engage their children in the discipleship process.
 - b. In partnership with the strategy head for Worship Gatherings, meet with potential baptism candidates to confirm their readiness for baptism, pray with them, and provide encouragement and resources for continued growth. Follow up with personal notes or other encouragement.
4. Send notes to core families, pray for them, send birthday cards to children, etc. to engage on a personal level throughout a child's journey through children's ministry at Fellowship.

5. Meet with parents, children, and volunteers regarding life circumstances (divorce, emotional issues, children's questions, behaviors or other issues of development and culture).
6. Make pastoral visits and communicate on the occasions of birth, death, illness, etc.
7. Serve on the On Call Team to help meet the wider pastoral needs of the members of the church.
8. Perform communion, baptism and other ministerial duties as needed.

Reports to: Executive Pastor

Staff Reporting to Children's Pastor: FK Worship & Curriculum Coordinator, FK Operations Administrator, FK Route 45 Coordinator, FK Early Childhood Volunteer Coach, FK Elementary Volunteer Coach, Family Ministries Administrator (shared with Students and Marriage & Parenting Ministries)

Qualifications for Position:

1. Passion for God, His Kingdom, and His children.
2. A leader of leaders.
3. Reproduces self in others.
4. Recognizes the gifts that people have and knows how to implement them.
5. Creatively resourceful.
6. Sufficiently administrative.
7. Understands role as discipling entire family.
8. Sees Children's Ministry as a growth engine for church and sets goals/priorities accordingly.
9. Monitors and utilizes safety best practices.
10. Able to work well with Student Ministries Pastor and Marriage & Parenting Pastor.
11. Graduate of accredited college or university.
12. 3-5 years previous experience in same or similar role.
13. High self-awareness, emotional intelligence, and people skills in general for relating to staff, volunteers, families, church members, and the public.
14. Excellent communication and listening skills, including the ability to communicate truth and vision to adults and kids in a simple manner.
15. Wisdom and discernment for people, situations, and needs in order to appropriately carry out this role.

Time Requirements: Full-time role; 40 hours per week minimum; Sunday through Thursday work week.

Contact Information

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