

Job Descriptions for various ministerial and non-ministerial staff positions

Senior Pastor

Example #1:

The Senior/Lead Pastor will be a maturing Christian whose desire is to minister to his congregation.

They shall exemplify in their lives the Christian values held in Scripture (see 1 Tim.3:1-12; Titus 1:5-16, 2:1-8; 1 Peter 5:1-4) and this congregation.

They shall be the custodian of the church's vision statement and work to equip the congregation to live out that statement.

They shall provide pastoral care for the congregation in conjunction with the other staff and lay leaders.

They shall be responsible for the oversight, administration and operation of the congregation's ministry program.

They shall endeavor to insure there is a balance of regular devotional, educational, and fellowship times. They shall work with the various committees of the church to accomplish this.

They shall work to incorporate, equip and use volunteers within the church's program. They shall work to communicate with and cultivate communication with the congregation. They shall be responsible for the day to day operation of the church and the staff.

They shall be accountable to the Church Council and shall work within the guidelines of the church bylaws and personnel policy.

EXECUTIVE PASTOR

Ministry Description

Purpose:

Ensure the smooth operation of the organization, and cooperation of all church staff to create an environment conducive to the realization of the church's mission.

Overall Responsibility:

The day-to-day leadership, management and decision making of all church policies and ministries, including all pastoral staff and related personnel issues, as the primary representative of the Senior Pastor.

Specific Responsibilities:

1. Take direct responsibility for hiring and dismissal of all pastoral staff, and indirect supervision of all other full-time and part-time employees.
2. Provide assistance to the Senior Pastor in the preparation and implementation of long-range plans.
3. Provide day-to-day leadership to the pastoral staff and the coordination of all church ministries.
4. Design, develop and regularly monitor the pastoral staff's annual performance plans. Give a minimum of two formal mid-course reviews.
5. Design and present to the Senior Pastor the Pastoral and Ministry Assistant salary reviews, and recommendations. Give input and reserve final decision-making in all other salary areas (secretarial and custodial).
6. Coordinate staff retreats, planning days, and other staff functions.
7. Coordinate and lead weekly staff meetings.
8. Write and teach a monthly staff-training lesson.
9. Monitor pastoral staff vacation, continuing education, outside speaking days, duty day, days off and personal leave time.
10. Monitor all departmental budgets, and overall church budget.
11. Participate with the Local Board of Administration and the Board of Trustees.

SENIOR PASTOR

SCRIPTURAL AND HISTORICAL BASIS

The job description of the senior pastor will have a basis in scripture. It is understood that the task of the pastor has its origin in a divine call and as such is to be determined by scriptural guidelines. The three major divine offices in ancient Israel were prophet, priest, and king. In the New Testament era it is generally conceded that Christ incorporated all of these functions in His earthly ministry. As the apostles continued Christ's ministry, the Church historically began to view the successors of the apostles as shepherds of the flock and bound to continue the prophetic, priestly, and kingly ministry of Christ.

A. PREACHING AND TEACHING

A prophet is one who speaks for God. His or her task is to communicate God's Word. As such, primary tasks of the pastor will be to:

1. Preach the Word (Acts 14:15; 2 Tim. 4:2)-It will be the responsibility of the senior pastor to be the principal "preacher," discharging this duty with love, faithfulness, impartiality, and fearfulness, knowing that he or she will be held accountable for the welfare of the flock (Heb. 13:17).
2. Teach the Word (2 Tim. 2:2)-Seeing that the teaching task of the church is varied and too demanding for one person, the teaching responsibilities of the senior pastor will be limited to:
 - a. Instruction normally occurring in the Sunday sermons
 - b. Teaching when called upon
 - c. Special instruction in discipleship training

B. PASTORAL CARE

A priest is one who "stands before." His or her task is to represent people to God. While it is understood that every Christian is a priest (1 Pet. 2:5, 9; Rev. 1:6), it is the task of the pastor to represent to God the concerns of the flock. In this regard he or she will be the shepherd, given to: watchfulness (Heb. 13:17; 1 Pet. 5:2), gentleness and affection (1 Thess. 2:7-8). exhortation, warning, and comfort (1 Cor. 4:14-15; 1 Thess. 2:11), and an example to the congregation (1 Pet. 5:3). Specifically, the priestly functions of the senior pastor will be:

1. Intercessory Prayer (Acts 6:4; Eph. 6:18)
 - a. Every effort will be made by the board to assist the senior pastor with the work of the ministry so that sufficient time can be given to this responsibility.
 - b. The board will cooperate with the senior pastor further in engaging in and promoting special times of prayer.
2. Calling on the Sick
Priority will be given to church members. Because of the excessive needs in this area, the senior pastor's primary focus will be on those considered severely ill.
3. Membership Calling
4. Counseling
 - a. Priority will be given to members of the church.
 - b. Decisions as to the amount of time and persons to be counseled will be at the discretion of the senior pastor.
 - c. Referral funds will be available at the senior pastor's discretion, with approval of the team leader.

- a.* The senior pastor will be expected to fulfill his or her scriptural calling to equip the saints for the work of ministry.
 - b.* The senior pastor will seek out those filled with the Holy Spirit and train them to minister.
 - c.* In this regard, the senior pastor will work with the elders to insure spiritual care for the total constituency.
- 3. Evangelism (Matt. 28:19-20)

The senior pastor will lead by example an evangelistic lifestyle through a variety of ways, such as person-to-person contact in soul winning, giving an invitation at the main services and small-group meetings of the church, personally conducting revival meetings within the church or using other qualified speakers to direct such meetings, media outreach (such as radio, television, and newspaper), and training others to win souls.
- 4. Learning/Writing
 - a.* The senior pastor will engage in continual learning and sharing by giving attention to printed books on major concerns of the church.
 - b.* The senior pastor will write articles for print in major periodicals and Sunday School quarterlies.
- 5. Denominational Representation

As requested and without overloading his or her personal schedule.



Ministry Description

Pastoral Care

Position Purpose

The Pastoral Care Ministry desires to communicate our love and concern for persons of our church family who are experiencing difficult times or joyful times. The ministry ensures that individuals from the church who are hospitalized have someone to visit them during their hospital stay and during recovery time at home following hospitalization. In times of grieving, people may alternatively turn to or away from God in their moments of pain or despair. The Pastoral Care director will help wounded people meet the God who alone can comfort them and give them peace—the God who loves, forgives, and strengthens them.

Responsible to
Senior Pastor

Description of duties

- Contact church members and friends of the church who are hospitalized, recently home from the hospital, staying in a rehabilitation center, etc.
- Call on members and friends of the church who are hospitalized, as well as those who are homebound due to illness, surgery, or injury.
- Maintain a list of local hospitals and professional contacts there.
- Recruit, motivate, and train congregation members who want to be involved in hospital and homebound visitation.
- Teach basic listening skills and counseling techniques to workers involved in visitation ministry.
- Maintain a list of trained visitors.
- Manage the stock of Bibles and/or other literature given to patients.
- Maintain records of which hospitalized patients are visited, and which workers conducted the visit.
- Bring and serve communion as requested to people who are hospitalized or shut-in
- Develop and conduct ministry to people who are grieving the losses of life, keeping in mind that loss isn't limited to death; other areas where people experience loss include:
- Know the signs of the commonly accepted five stages of grief (denial, anger or resentment, bargaining, depression, and acceptance), and counsel those who are grieving through the stages.
- Pray for and with those who are grieving.
- Assist in finding individuals professional help with a licensed professional counselor, if their grieving seems to cause severe depression, suicidal tendencies, etc.
- Send personal messages to remind those who are grieving that you're praying for them.
- Visit and/or call; provide a listening ear and a compassionate heart.

Time Requirements

Training and resources

- Work with previous hospital visitation coordinator or with a pastoral staff member experienced in hospital visitation ministry as an apprentice for six months to one year.
- Purchase books, tapes, and other resources for professional development and to distribute among other hospital visitation ministry volunteers.

Qualifications, skills, and gifts

- Bachelor's degree or equivalent (or higher) in ministry preferably with biblical focus.
- Training and experience in counseling and/or human services field.
- Oral and written communication skills.
- Compassion and respect for people, even those questioning their faith and belief in God as they journey through the stages of grief.
- Ability to work independently.
- Comfortable ministering in a hospital setting.
- Ability to present yourself in a professional yet caring manner.
- Self-confidence to handle unexpected problems .
- Sensitivity to the emotional and spiritual needs that may come up during the hospital visit, and the ability to deal with them.
- Ability to listen with genuine care and empathy.
- Interpersonal skills for interacting with the hospital staff and family members of the patient.
- Ability to respect a patient's privacy and maintain confidentiality.
- Possess one or more of the following spiritual gifts: administration, intercession, discernment, encouragement, evangelism, faith, healing, helps, hospitality, leadership, mercy, shepherding, teaching, wisdom.



Ministry Description

Director of Church Operations

Purpose

The Director of Church Operations will oversee the Buildings and Grounds Team and the Finance and Stewardship Team. The congregation charges the Director of Church Operations to oversee that the building and grounds are maintained and improved for the glory of God. The congregation charges the Director of Church Operations to initiate programs that develop good stewardship attitudes in members of the congregation, ensuring the financial stability of the congregation and its work through a developed program of dedicated and proportionate giving. The Director of Church Operations will work with other staff members providing direction and accountability to the budget.

Responsible to

Senior Pastor

Description of duties

Finance and Stewardship

- o Study biblical principles regarding stewardship and foster awareness of biblical principles regarding the total stewardship call of every Christian and share these insights with congregation members.
- o Educate congregation about tithing and giving based on biblical principles working with the Senior Pastor on creative communication techniques
- o Examine, analyze and oversee stewardship plans for the church.
- o Develop a short range stewardship plan focusing on the current and upcoming fiscal years.
- o Lead the planning of long range goals and objectives for the wise and judicious use of finances by the church.
- o Assist and oversee staff in preparing the annual budget
- o Prepare written reports for the staff and elders on a regular basis
- o Prepare financial reports and answer financial questions at all congregational business meetings.
- o Receive and maintain records of stewardship and ministry request forms to be used by current and future staff or ministry teams.
- o Provide church members with assistance in programs for endowments, remembrances of congregation in wills or trusts or memorials.
- o Plan and organize stewardship events
- o Oversee the Capital Fund Development for future building and ministry needs
- o Direct a Stewardship Team / Counting Team
- o Oversee the internal control of Church Operations including policies and procedures
- o Direct the weekly financial actions of Shorewood Church of God
- o

Building and Grounds

- o Oversee the Building and Grounds Team providing leadership and encouragement so that the property of Shorewood Church of God and its systems are in good working manner.
- o Work with and keep staff informed of maintenance problems and issues.
- o Oversee minor repairs

- o Help organize work parties for special cleaning not performed by janitorial services
- o Oversee the purchase of supplies and equipment within budget.
- o Maintain a directory of outside maintenance services for major repairs and maintenance and develop a process for using these services.
- o Providing adequate insurance coverage for the church and vehicles.

Time requirements

This position is considered a full time position. Compensation will be paid through Health Insurance Benefits with an additional \$3,000 being added to a Health Savings Account not to exceed a total \$20,000 in compensation.

Term

The Director of Church Operations is subject to a yearly review. This is a staff position that does not expire unless the person chooses to resign or is terminated.

Training and resources

- o Research energy saving projects and more efficient ways to accomplish maintenance and custodial needs of the church.
- o Attend workshops and seminars on project managements
- o Attend a seminar on biblical stewardship, financial planning or related workshops.

Qualification, skills and gifts

- o A strong commitment to stewardship planning
- o Management skills of planning, organizing, directing and communicating
- o Interpersonal skills
- o Ability to delegate and empower ministry steams
- o Ability to foster creativity
- o Must have knowledge of long range planning and stewardship
- o Personally demonstrate and model concepts of good stewardship.
- o A cooperative, positive and servant's heart.
- o A willingness to learn new tasks and functions
- o Personal integrity and self motivation
- o Excellent communication skills
- o Project management skills
- o One or more of the following spiritual gifts: administration , discernment, encouragement, giving, helps, leadership, shepherding, teaching, wisdom



Ministry Description

Administrative Assistant

Purpose

The administrative assistant provides a variety of clerical support services for the senior pastor and/or staff, organizes the activities and functions of the church office, and coordinates the flow of information to the senior pastor or staff.

Responsible to

Senior Pastor

Description of duties

- Organize and manage the day-to-day activities of the church office and ensure the efficiency of the office's operations.
- Establish and maintain files and records for staff.
- Maintain church roster and small groups roster
- Provide clerical and secretarial support for Senior Pastor.
- Compile and interpret information from various sources and prepare reports when requested .
- Perform research and special projects as assigned.
- Greet office visitors and answer church telephone providing information concerning church functions and activities.
- Take messages, direct callers to voice mail, or refer callers to appropriate staff member (or lay leader) in various areas of ministry.
- Maintain general church calendar.
- Manage the Website
- Schedule and arrange appointments, meetings, conferences, and travel accommodations.
- Prepare and send out notices for meetings, and prepare agenda items and materials.
- Oversee the operation of all office equipment
- Utilize software for word processing, database management, spreadsheets, and presentations .
- Use word processing program to create a variety of printed materials, such as reports, correspondence, bulletins, church newsletters, and other forms with accuracy and attention to detail.
- Prepare the media presentation for Sunday Morning Events
- Work directly with the Director of Worship Ministries planning worship that is contemporary and emerging.
- Train, assign, and provide work direction for other clerical staff and volunteers .
- Inventory, order, and restock office supplies.

Time requirements

This position is a full time position requiring 30 hours a week outside of Sunday Morning Events.

Qualifications, skills, and gifts

- Has basic understanding of office organization and operations.
- Has good awareness of office equipment and methods.
- Possesses basic knowledge of church governmental structure.
- Knows principles of preparing correspondence, forms, reports, etc.
- Possesses good communication and organizational skills.
- Understands principles and procedures of record-keeping.
- Has good English, grammar, spelling, punctuation, and vocabulary skills.
- Is able to perform services independently and without direct supervision.
- Has the ability to communicate clearly and concisely, both orally and in writing
- Has the skills to create and maintain record-keeping and filing systems.
- Good "people" skills for relating to senior pastor, pastoral staff, co-workers and other volunteers, extended church staff, church members, and the general public.

Benefits to the Worker

The administrative assistant has the opportunity to be deeply involved in the lives and ministry of the church and its outreach to the community; opportunity to get to know the members of the congregation better; help give a positive first impression of the church; assist the senior pastor and/or pastoral staff in performing their ministry efficiently and effectively.



<p>Ministry Description</p> <p>Director of Volunteerism</p>

Title:

Director of Volunteerism

Purpose

The Director of Volunteerism works to organize, implement, promote, and evaluate the ministry program of the church. The Director of Volunteerism guides members of the church to discover their passion, gifts and abilities and find ways for them to use these qualities to fulfill their own lives and to strive towards the mission of Shorewood Church of God that ultimately brings glory to God.

Responsible to

Senior Pastor

Description of duties

- o Publicize and promote volunteering within the congregation.
- o Encourage members of all ages to use their gifts and abilities to serve the church.
- o Provide leadership and motivation to all the programs, ministries, classes, and events that lift up the value of each person serving others.
- o Develop and administer a churchwide volunteer program including recruitment, interviewing, and matching of people, skills and tasks.
- o Direct and coordinate use of gift and interest surveys to encourage an awareness of commitment to volunteering.
- o Provide programs to help church members discover and use their gifts and abilities, including spiritual gift assessments and evaluation.
- o Facilitate recognition and appreciation events and activities for volunteers.
- o Attend staff meetings to learn what ministries and programs need volunteer help.
- o Coordinate appropriate training for volunteers.
- o Prepare written job descriptions for all volunteer opportunities and annually review them with the staff member, team leader or volunteer leading that area of ministry.
- o Provide follow-up support of volunteers after they've been placed in positions.
- o Supervise volunteers to ensure that work objectives are being performed properly.
- o Periodically assess the volunteer needs of various ministries and programs within the church.
- o Help pastoral staff, church leaders, and volunteer leaders of ministry programs to develop skills as enablers of volunteers.

Time requirements

Undetermined

Term

The Director of Volunteerism is subject to a yearly review. This is a staff position that does not expire unless the person chooses to resign or is terminated.

Training and resources

Attend workshops on volunteerism and become familiar with Volunteer resources

Qualification, skills and gifts

- o A personal and growing commitment to Jesus.
- o Organizational and communication skills.
- o Experience as a volunteer.
- o Diplomatic and people skills.
- o Commitment to volunteer ministry.
- o Ability to motivate people.
- o Outgoing and creative.
- o Teaching and training skills.
- o Gifts of leadership, administration, encouragement, helps, knowledge, shepherding, and wisdom.

Benefits to the servant leader

Increase your knowledge of the gifts and skills of individuals in the church; experience the joy of helping others find contentment and fulfillment in using their God-given gifts and talents as they serve others in appropriate places of ministry.



Ministry Description

Director of Sunday Morning Events

Title:

Director of Sunday Morning Events

Purpose

The Director of Sunday Morning Events provides leadership in the corporate music and worship ministry of the church, usually in the area of contemporary or emerging worship. The Director of Sunday Morning Events is considered the overseer of the events from being greeted at the door to being led into the presence of God in worship. The Director of Sunday Morning Events is considered the lead worshipper; he or she is someone who has cultivated a personal and growing relationship with Jesus, skills and abilities in music and worship, and who desires to establish a corporate worship setting that is relevant to people's everyday lives.

Responsible to

Senior Pastor

Description of duties

- o Plan and carry out varied, creative, innovative, and relevant corporate worship services.
- o Schedule, plan, and lead both meetings and rehearsals of the worship team instrumentalists and vocalists.
- o Recruit and audition all musicians, as well as sound, lighting, and other technical personnel needed to lead and present excellent worship services.
- o Ensure that the church's music ministry and worship team personnel display a demeanor or attitude that brings glory to God and doesn't draw attention to individuals or the "performance" of the worship team.
- o Create worship team budget, including purchasing of music, instruments, equipment, music licenses, sound equipment, lighting, and other worship-related needs.
- o Coordinate special events or ministry teams that plan an event during the Sunday Morning Worship Experience; particularly the Senior Pastor, a drama ministry, children's or youth music ministry, etc. to integrate other appropriate elements into each service.
- o Communicate regularly with the senior pastor about the theme of each worship service, selecting music and other elements that reinforce the teaching topic, when possible.
- o Know the congregation and be able to respond to their needs during worship services.
- o Teach and model principles of worship to the worship team and to the congregation.
- o Provide for the spiritual growth of all musicians and support the volunteers who serve in worship.
- o Oversee the Hospitality Team Director which includes: Greeters, Cafe, Ushers, Guest Information, and Narthex Attendance.

Time requirements

The worship team rehearses one to two hours each week, and leads worship during the worship services. The Director of Sunday Morning Events will also spend time selecting songs and fulfilling other planning for services and personally rehearsing as needed. This is a staff position that could very easily be filled with a full time position however realizing this is a volunteer position, the Director of Sunday Morning Events will be asked to meet with the Senior Pastor weekly via email, phone or in person as well as attend special called staff meetings with the entire staff for the purpose of training or planning. Occasionally meeting with the Hospitality Director or the Hospitality Team could occur.

Term

The Director of Sunday Morning Events is subject to a yearly review. This is a staff position that does not expire unless the person chooses to resign or is terminated.

Training and resources

Attend conferences, seminars, and workshops on leadership, worship, and music training; develop local or long-distance mentoring or networking relationships with worship team directors in other churches; listen to worship recordings released by Christian music publishers; develop self and team as worshippers, leaders, and in musical or technical skills.

Qualification, skills and gifts

- o Vibrant and growing personal relationship with Jesus.
- o Organizational and planning skills.
- o Communication and interpersonal skills.
- o Ability to motivate and recruit others who appropriately fit the church's purposes and goals for corporate worship.
- o Ability to encourage and develop people, both spiritually and musically.
- o Passion for seeing people drawn closer to God through the worship ministry of the church.
- o Sensitivity for meeting the needs of the congregation.
- o A listening ear and a thick skin to respond appropriately to critical comments about worship from church members who dislike musical choices, style, etc.
- o Gifts of administration, craftsmanship, creative communication, leadership, and shepherding.

Benefits to the servant leader

This is an opportunity to create fulfilling and meaningful worship services through contemporary and emerging music, and greatly affect the life and ministry of the church. It also provides a frequent and regular opportunity for using musical skills and creative gifts for self-expression, advancement, and service to others.



Ministr Description

Director of Worship Ministries

Purpose

The Director of Worship Ministries provides ministerial leadership in the corporate music and worship ministry of Shorewood Church of God, usually in the area of blended or emerging worship. The Director of Worship is considered the lead worshipper; she is someone who has cultivated a personal and growing relationship with Jesus, skills and abilities in music and worship, and who desires to establish a corporate worship setting that is relevant to people's everyday lives.

Responsible to

Senior Pastor and Elders

Description of duties

- Craft and develop varied, creative, innovative, and relevant corporate worship services with the Senior Pastor and/or creative assistants about the theme of each worship service, selecting music and other elements that reinforce the teaching topic, when possible.
- Plan and lead the worship ministry team including meetings and/or rehearsals.
- Recruit and audition all musicians, as well as sound, and other technical personnel needed to lead excellent worship services.
- Ensure that the church's music ministry and worship team personnel display a demeanor or attitude that brings glory to God and doesn't draw attention to individuals or the "performance" of the worship team.
- Create worship team budget, including purchasing of music, instruments, equipment, music licenses, sound equipment, lighting, and other worship-related needs.
- Coordinate with other worship service staff and/or volunteers, particularly Senior Pastor, staff, children's or youth music ministry, etc. to integrate other appropriate elements into services.
- Teach and model principles of worship to the worship team and to the congregation while providing for the spiritual growth of all musicians and support the volunteers who serve in worship.
- Provide the best possible atmosphere in worship of welcoming guests as well as newcomers to Shorewood Church of God.
- Attend regular staff (team) meetings with Senior Pastor, other staff members both volunteer and compensated.
- Cooperate with the stated mission and vision of Shorewood Church of God

Time requirements and Compensation

This compensated position is a minimum of 10 hours a week not including worship @ \$20.00 an hour. When special events occur and additional five hours can be granted with prior approval from Senior Pastor. Until stated otherwise, the Director of Worship will be paid mileage at the charitable rate plus ten cents (24 cents a mile).

Training and resources

Attend conferences, seminars, and workshops on leadership, emerging worship, and music training; develop local or long-distance mentoring or networking relationships with others serving in similar areas, listen to worship recordings released by Christian music publishers; develop self and team as worshippers, leaders, and in musical or technical skills.

Qualifications, skills, and gifts

- Vibrant and growing personal relationship with Jesus.
- Organizational and planning skills.
- Communication and interpersonal skills.
- Ability to motivate and recruit others who appropriately fit the church's purposes and goals for corporate worship.
- Ability to encourage and develop people, both spiritually and musically.
- Passion for seeing people drawn closer to God through the worship ministry of the church.
- Sensitivity for meeting the needs of the congregation.
- A listening ear and a thick skin to respond appropriately to critical comments about worship.
- Gifts of administration, worship, creative communication, leadership, and shepherding.

Benefits to the Worker

This is an opportunity to create fulfilling and meaningful worship services through blended and emerging music, and greatly affect the life and ministry of Shorewood Church of God. It also provides a frequent and regular opportunity for using musical skills and creative gifts for self-expression, advancement, and service to others.

Title

Youth Ministry Director

Purpose

One of the main purposes of the church's youth ministry is to partner with middle school/junior high students and senior high students as they journey through their preteen and teenage years. The church desires to help create a place where students can feel comfortable being and expressing themselves, where they can work through and overcome the problems they confront, and where they can take advantage of exciting opportunities before them. The youth ministry director provides a program of both spiritual and fellowship activities that allow students to grow spiritually and develop deep and meaningful relationships with their peers, their parents, and God.

Responsible to

Senior Pastor, Christian Education Director, Christian Education Committee, and/or Youth Ministries Committee

Description of duties

- Research and assess the needs and problems that confront preteens and teenagers within the church.
- Study and identify the needs of youth in the greater community.
- Establish a mission or purpose statement for the ministry to youth.
- Coordinate long-range planning of the youth ministry program.
- Seek to involve students in the planning and implementation of all youth ministry programs and ministries.
- Involve the students in decision-making for the youth ministry.
- Communicate with parents about goals, activities, and events of the youth ministry.
- Encourage the active service by members of the youth group in other ministries and programs of the church: assisting in the nursery; participating in a youth choir or drama team; beginning a puppet ministry; or taking part in service, outreach, or mission projects.
- Evaluate and select curriculum, Bible study, small group, and/or other appropriate spiritual growth and discipleship materials.
- Recruit and train counselors, teachers, and other volunteers who will assist in carrying out the ministry to youth.
- Provide educational opportunities based on the needs of the students involved in the youth ministry, including Sunday morning/weekend Sunday school classes, mid-week programs, small Bible study and fellowship groups.
- Organize at least one retreat weekend each year and/or participate as a group in fellowship or denominational regional retreats for youth.
- Ensure that the opportunities for spiritual growth and building relationships are safe, fun, active, interactive, and memorable.
- Establish personal and supportive relationships with as many students as possible; recruit other leaders to assist with this task as part of their leadership responsibilities within the youth ministry.
- Walk alongside and help provide guidance for students as they question and test the limits and opportunities of growing into adulthood.
- Serve as a liaison with people, organizations, and resources both within and outside the church that relate to preteens and teenagers and youth ministry.

- Ensure that volunteers comply with the church's policies on working with preteens and teenagers, including screening, background checks, safety training, etc.

Time requirements

The time required to fulfill the responsibilities of the youth ministry director depends on the size of the church and whether the position is paid or unpaid, part-time or full-time. If the position is part-time, these and other responsibilities could be divided among two or more individuals with skills and gifts in various areas. For example, two or more youth ministry directors could divide the students by age (middle school/junior high and senior high). Another option might be for one to focus on the weekly teaching and spiritual growth of the students, while another concentrates on planning special events and activities.

Term

Ideally, the youth ministry director will serve for at least two years, with the option of serving for one-year terms thereafter.

Training and resources

If possible, work alongside previous youth ministry director as an assistant for several months; attend appropriate regional and national seminars and workshops on youth ministry; attend local and state government training and seminars on safety and security for working with adolescents; purchase magazines, books, tapes, and other resources for professional development and to distribute among youth ministry staff and volunteers; keep a journal or a file of written notes to pass on to future youth ministry director or assistant.

Qualifications, skills, and gifts

- A vibrant and growing personal relationship with Jesus.
- Supportive of other church staff and volunteers.
- Committed to vision, values, and beliefs of the church.
- Evidence of a Christlike attitude in words and actions.
- Outgoing.
- Self-starting—able to work independently.
- Team-oriented—able to work with a large team of volunteers.
- Organized.
- An authentic love for, patience with, and good understanding of preteens and teenagers.
- A burning passion and desire to share the church's concern and God's love with preteens and teenagers.
- Willingness to invest, sometimes even sacrificing the commodity of time, to work with youth.
- Honesty, openness, acceptance, trustworthiness, truthfulness.
- Excellent communication skills.
- Able to work with a wide variety of "constituents": pastoral staff, volunteer workers, parents and grandparents, preteens, teenagers.
- Comply with a background check and other volunteer screening for safety and security of students.

- One or more of the gifts of administration, discernment, encouragement, evangelism, faith, helps, knowledge, leadership, mercy, shepherding, teaching, and/or wisdom.

Benefits to the Worker

A chance to profoundly and positively influence students at a critical time in their lives. Satisfaction of knowing that you're contributing to the spiritual growth of junior high and senior students in the church. Thrill of inviting unchurched youth to commit their lives to Jesus. Satisfaction from helping others develop the gifts of teaching and learning. Opportunity to lead and participate in fun and meaningful events of the ministry to youth.

Title

Children's Ministry Director

Purpose

Bringing up children in the Christian faith is a vital ministry in the church. The children's ministry director establishes and oversees an effective children's ministry to the church and works to provide an outreach to the children of the community.

Responsible to

Senior Pastor and/or Christian Education Committee

Description of duties

- Study and understand the spiritual and other developmental needs of children within the church and in the greater community the church serves.
- Coordinate ideas into a plan to provide ministries to children.
- Administrate children's programs and ministries such as Sunday school, nursery, preschool, children's church, children's sermons, etc.
- Represent children and bring their needs and concerns before the church's governing board and the congregation.
- Work with the senior pastor and/or Christian education committee to determine short-term and long-term goals for the church's children's ministry.
- Recruit and retain a willing and enthusiastic staff of children's workers.
- Provide training and support for volunteers in the children's ministry.
- Mentor and develop other potential leaders for various aspects of ministry to children.
- Ensure that the church's ministries for children run smoothly and excellently.
- Prepare and administrate the annual children's ministry budget.
- Assess and recommend and/or purchase curriculum for children's ministry programs.
- Develop and maintain appropriate safety and security guidelines for children's ministry programs, including criminal background checks for staff and volunteers and implementing training on child protection, health issues, and other procedures to ensure the safety and security of children participating in the church's ministries.
- Remain current on trends, teaching methods, materials, promotional ideas, administrative methods, and other children's ministry techniques, and implement these as appropriate.
- Contact families of new children the week after they visit the church to ask about the children's experiences in Sunday school classes or other programs.
- Assist with planning and conducting special projects and activities such as camps and retreats for children.
- Direct (or delegate direction of) related children's ministries, such as Vacation Bible School, midweek programs, and children's Christmas program.
- Coordinate childcare for special church events (musical programs, community outreach events, etc.).

Time requirements

Depends on the size of the church and whether the position is a paid or unpaid, part-time or full-time. If the position is part-time, duties may be divided among two or more individuals with skills and gifts in various areas. Could range from five to forty or more hours per week.

Term

Ideally, the children's ministry director will serve for at least two years, with the option of serving for one-year terms thereafter.

Training and resources

Work alongside previous children's ministry director as an assistant for several months; attend appropriate regional and national seminars and workshops on children's ministry; attend local and state government training and seminars on safety and security for working with children; purchase books, tapes, and other resources for professional development and to distribute among children's ministry staff and volunteers; keep a journal or a file of written notes to pass on to future children's ministry director or assistants.

Qualifications, skills, and gifts

- Supportive of other church staff and volunteers.
- Committed to vision, values, and beliefs of the church.
- Demonstrates evidence of a Christ-like attitude in words and actions.
- Outgoing.
- Self-starting—able to work independently.
- Team-oriented—able to work with a large team of volunteers.
- Organized.
- Has a heart and passion for children.
- Loves children and demonstrates patience in dealing with them.
- Excellent communication skills.
- Able to work with a wide variety of "constituents": pastoral staff, volunteer workers, parents and grandparents, children.
- Complies with a background check.
- Has a burning desire to share the life of Jesus with children and see them begin and grow in Christian faith.

Benefits to the Worker

Satisfaction of knowing that you are contributing to the spiritual growth of children in the church, and inviting unchurched children to commit their lives to Jesus; helping others develop the gifts of teaching and learning.

