

## **Job Description: Children & Youth Pastor**

**Location:** Laketon Bethel Church, Muskegon, Michigan

**Contact:** laketonbethel.org "Employment Opportunity"

**Position:** Children & Youth Pastor

**Reports to:** Senior Pastor

**Church Size:** 900

**Job Type:** Full-Time/Exempt

### **Children's Ministry Mission Statement**

To provide a spiritual foundation for children so that by the time they reach high school they will:

1. Know the story of Jesus from his birth to his resurrection.
2. Know the teachings of Jesus.
3. Know how to connect with Jesus through prayer.

These objectives spring from the mission statement and core values of Laketon Bethel.

**Mission Statement:** To Know Christ and Make Him Known

**The Core Values:**

**ACCEPTANCE:** Everyone, regardless of who they are, what they have done, or what they are doing, will be accepted here. Laketon Bethel will be a safe place to explore your relationship with Jesus.

**BIBLE:** The Bible is the final authority for faith and practice. We will study it with open minds and the best scholarship available.

**CONNECTION:** We invite people to connect with Jesus and with each other in all that we do.

### **Qualifications**

- Has a personal, active and growing relationship with Jesus.
- Energetic, warm and able to share the love of Jesus to children and their families.
- BA or BS degree required; divinity degree desirable
- Previous experience directing a children's/youth ministry, including leadership of ministry staff and volunteer teams.
- Alignment with Laketon Bethel's Children's Ministry Mission Statement and Core Values.

## **Job Summary**

The Children & Youth Pastor provides vision, strategies, direction and oversight for the entire Children & Youth Ministry at Laketon Bethel Church (preschool - 12 grade). Provides leadership, direction, and development for staff and volunteer teams.

## **Responsibilities**

- Oversee all programming and ministries for Children ages preschool to 5<sup>th</sup> grade and for Youth 6<sup>th</sup> grade through 12<sup>th</sup> grade.
- Choose and prepare curriculum for each program and age level.
- Create environments, activities and programming for each age group that will facilitate learning and encourage spiritual growth.
- Provide leadership, direction and training for all Children and Youth ministry staff.
- Recruit, train, and place volunteers.
- Maintain a strategy for reaching and assimilating new children and families.
- Develop and maintain safe and clean learning environment.
- Responsible for check-in procedures and tracking weekly attendance.
- Manage the process for volunteer background checks and Child-Abuse prevention training.
- Plan and oversee special events such as VBS, community outreach, winter and summer activities, youth camps, etc.
- Provide, organize, and ensure effective communications among, between, and to parents, congregation, and local schools.
- Network with local schools and set up congregation volunteer involvement.
- Plan and promote special outreach events targeted at families and children.
- Participate as needed during Sunday morning services, assisting with leadership, and periodic teaching.
- Meets weekly with Senior Pastor to discuss ministry strategies and effectiveness.

## **Competencies**

**Leading Others- Actively participating to build the quality and depth of our Children's Ministry staff and volunteers teams.**

- Listens, acknowledges others and acts with integrity.
- Attracts, selects and builds a staff and volunteer team of talented high performing, diverse individuals.
- Develops staff and volunteers by providing feedback, coaching and utilizing developmental plans.
- Supports and holds the team to achieve high performance.
- Aligns and shares information with team.

**Leading Self- Demonstrating an awareness of one's own strengths and development needs as well as the impact of their own behavior on others.**

- Increases capacity to learn by mentoring others.
- Adapts style and approach for different situations and levels.
- Demonstrates reliability, honesty and confidence in one's character.
- Takes responsibility for self-development.
- Quickly modifies behavior to deal effectively with change.

**Leading Results- Achieving Children Ministry objectives while upholding our commitment to our core values.**

- Sets and communicates performance goals and expectations.
- Observes and evaluates performance.
- Ensures implementation and follow through.
- Delegates and empowers others.
- Thinks through contingencies and alternatives to develop a plan.

**Leading Service- making children and their needs a primary focus of one's actions.**

- Coaches children focused behaviors.
- Greets every child and parent.
- Makes time and interacts with every child and volunteer.
- Thanks and shows appreciation.
- Treats all children and volunteers with dignity and respect.
- Drives change by helping volunteers overcome resistance.
- Communicates positively both verbally and non-verbally (tone, body language, facial expression, etc.).
- Strives to exceed programs expectations.
- Displays a sense of urgency.
- Responds to all feedback.

**Leading Innovation- Identifying the changing needs of our children's ministry and programs to develop new ideas and innovations that improve that program.**

- Establishes an environment in which creativity flourishes.
- Encourages volunteer and staff to take risks and come up with innovative solutions.
- Strategizes, evaluates future direction and risk, and implements change.
- Views situations from multiple perspectives.
- Keeps an open mind to ideas and solutions from others.
- Anticipates changing needs of the ministry.
- Generates new ideas, solutions or approaches when problem solving.
- Collaborates with others to reach creative solutions.
- Identifies approaches that are more effective or efficient.
- Suggests new and creative ways to improve the program.