



## Job Description

<b>Title</b>	Associate Pastor, Children’s Ministry	<b>Status</b>	Full Time with Benefits
<b>Department</b>	Youth Ministry	<b>Reports to</b>	Executive Pastor

### POSITION PURPOSE

To be a part of the pastoral team, implementing the vision and core values of Hope Lutheran Church with a focus on Children’s Ministry. Leading the church to fulfill its mission as followers of Jesus... “to encourage all people to know the love Christ”.

### POSITION RESPONSIBILITIES

1. Pastor
  - Regularly preach and teach the Word of God and administer the Sacraments in the congregation (on weeks without children’s programming)
  - Provide pastoral care and officiate at special services at Hope Lutheran including weddings, funerals, baptisms, etc.
  - Provide a visible presence representing Hope at various community events.
  - Be available to assist with any other mission and ministry needs as they arise at Hope Lutheran.
2. Lead Children’s Ministry Programming
  - Manage all aspects of program curricula, including writing, planning, reviewing, executing
  - Oversee the children’s ministry program hours at all campuses, and check-in with ministry staff and volunteers and fill in as needed
  - Oversee Registration for children’s ministry programming, and share vision with Youth Ministry Administrative Assistant
  - Coordinate and oversee ministry events by creatively organizing, planning & executing, working with communication team as needed for events, and with worship team when children sing in church & collaborate on a shared hymnody
3. Provide Children’s Ministry Management and Care
  - Hire, train, and supervise part-time children’s ministry staff, coordinating and lead weekly meetings, meeting one on one, leading weekly bible study for full and part-time staff, and communicating weekly updates to hospitality
  - Provide leadership, encouragement and support to all full-time and part-time children’s ministry staff
  - Provide guidance and feedback to full-time and part-time children’s ministry staff
  - Recruit, coordinate, train and thank children’s ministry volunteers: youth hospitality, small group leaders, room helpers, technology, prep team, praise team
  - Model hospitality for staff and volunteers, being an upfront present, having eyes to see, being welcoming
  - Connect, relate, and care for kids & families, respond to phone calls, emails, notes in a timely manner, and care for children and families care list
  - Be a Christian role model in attitude, speech and actions towards others
  - Manage children’s ministry budget & staff compensation, overseeing payroll and review of staff member hours for children’s ministry

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.



4. Other duties

- Serve on the Youth Ministry Team, attending weekly meetings
- Assist in Confirmation & Youth Events/Retreats as needed
- Other duties as assigned

**REQUIRED SKILLS AND ABILITIES**

- ❖ Commitment to the mission and core values of Hope Lutheran.
- ❖ Ability to teach basic bible truths and equip children with the necessary tools to grow as a disciple of Jesus
- ❖ Ability to lead and inspire individuals and teams who also have a heart to invest in God's children
- ❖ Excellent written and verbal communication abilities
- ❖ Faithfulness, confidentiality and a desire to serve others
- ❖ Self-starter with willingness to learn and improve
- ❖ Leadership ability to thrive in a team-based ministry

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