

## JOB DESCRIPTION

TITLE: **Children's Pastor**  
CATEGORY: Exempt  
DEPARTMENT: Next Generation  
REPORTS TO: Next Generation Director

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### JOB SUMMARY

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Directs and oversees the day to day leadership management and decision making relating to the Children's Ministry of Victory Family Church.

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### ESSENTIAL FUNCTIONS

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#### *Direction*

- *Creates and Guards the Culture*
  - Values
    - Communicates the values of humility, care, and connection deep into staff and Children's Dream Team culture
  - Vision
    - Is clear and consistent in communicating goals, the vision of where the team is going, and the why behind the vision to staff and Children's Dream Team
      - Provides written policies and procedures for the department
      - Provides written training materials for the department
      - Provides constant vision casting for all those in the department
- *Creates an intentional spiritual growth plan for department*
  - Has an intentional plan for all kid's ages birth through fourth grade which enables them to know God loves them, they can show Him love back, and then can share that love with others
    - Has intentional weekend curriculum around these three truths, so all children who pass through the doors will have them grounded in their hearts
  - Plans Small groups inside and outside of service time
  - Plans Summer Camp experiences
  - Partners with parents for spiritual growth
- *Creates intentional plan to evangelize and grow the numbers within Children's Ministry*
  - Plans weekend services with an annual plan to strategically bring in new and current children by giving them a compelling reason to come to church

## Structure

- *Identify, Equip, and Empower Leaders for Children's Ministry*
  - Staff
    - Creates deep "Corner 4 Relationships" with staff and help facilitate those relationships from staff to staff within the department
    - Resources staff from experience and their gifts to better the skills and abilities which God has given them
  - Dream Team
    - Creates annual plan for recruitment
    - Processes to efficiently and effectively assimilate new recruits
    - Carries out a team structure that promotes retention by caring, connecting, training, and empowering the Children's Dream Team Leaders

## Budget

- *Budget Oversight*
  - Creates an annual budget each year
  - Facilitates monthly budget meetings to manage the funds given.

## Track, Evaluate, and Refine the 5 Result Areas

- *Tracks*
  - Weekend Service Growth
  - Volunteer Team
  - Small Groups
  - Parent Connect Groups
  - 7th Week Parties
- *Evaluates*
  - Takes time in each area to evaluate the process of that department
  - Evaluates the intangible and immeasurable by intuition, the team, and the Holy Spirit
- *Refines*
  - Always looks for ways to get better
  - Requests counsel and feedback from the team and people resources

## Pastoral Duties / Miscellaneous

- *Pastoral Duties*
  - Spiritual guidance meetings
  - Water baptisms
  - Emergency pager process
  - Prayer request
  - Hospital Visitations
  - Performs other duties as assigned

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## JOB REQUIREMENTS

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### *Education & Experience Required*

- High school graduate
- 3-5 years ministry experience in a large church setting
  - Overseeing teams: Staff and volunteers

### *Time Requirements*

- 40 – 50 hours / week
- Basic schedule:
  - Tuesday through Friday office hours
  - Weekend Services
- ½ hour lunch (unpaid)

**Victory Family Church reserves the right to change, rescind, add, or delete the duties and responsibilities within this job description at any time.**