

## JOB DESCRIPTION

**Job Title:** Children's Pastor

**Department:** C3 Kids

**Manager/Director:** Family Ministries Director

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### **I. Purpose of the Job:**

The Children's Pastor ensures the C3Kids ministry is a secure, nurturing environment where each child, Birth-6th grade, will see, hear, and feel the love of Jesus and parents can feel confident their children will receive the highest quality of care and ministry while they attend service. The Children's Director will lead all departments and team members to create a cutting edge creative children's ministry that reflects the vision and mission of CityGate.

### **II. Experience/Knowledge and Requirements:**

- Growth Track (completed within the first month of hire)
- Experience in Children's Ministry
- Proven leadership skills
- Exceptional verbal, written, editing, proofreading, organizational and admin skills
- Able to relate positively and professionally to children of all ages, parents, teachers, other staff and leaders under intense pressure.
- Steady, positive attitude, people-oriented, team player, customer service minded
- Ability to handle confidential information
- Familiar with Microsoft Office Word, Excel, Mac, Pages and Google Doc, ability to learn new software
- Must be an independent self-starter with a sense of urgency, proven results orientation, initiative and an affinity for producing consistently high-quality work in a manner that shows excellence.
- Growing, committed follower of Christ
- Un-compromised commitment to CityGate Church's vision, values, and core beliefs
- Willing to be agile and open to feedback

### **III. Essential Functions and Responsibilities**

- Add value to the core leadership team and help develop strategy to engage families and children.
- Take training in First Aid and CPR (Training will be provided)
- Complete a background check
- Support the Department Director regarding vision, changes, policies and procedures.
- Cast vision, Attract, Build, Connect, Develop and Evaluate department Dream Team members.

### **IV. Weekly Deliverables**

- Assist with the overseeing of all department operations, including coordinating, communications, and execution of weekly and or monthly curriculum.
- Weekly Communication with C3 Kids Ministry Directors and Leads for Sunday report out to provide wins, areas for improvements, damages, and metrics
- Pray for and encourage the teachers and the children.
- Attract, Build, Connect, Develop and Evaluate coordinators and teachers.

**V. Sunday Team Engagement**

- Support and guide Service Leads and Dream Team members through effective communication to cover C3 Kids policies, Crew policies, and Sunday and Emergency procedures.
- Ensure Directors and Team Leads are “Sunday Ready”
- Substitute if needed in a classroom.

**VI. Monthly Deliverable**

- Attend and assist with ongoing C3 Kids training, monthly meetings, and CityGate meetings.
- Have Bi-Monthly meetings with your department to train, cast vision, and fellowship
- Ensure departments have a monthly schedule for their specific department.
- Attend Growth Track week 4 to recruit and build relationships with Dream Team members

**VII. Employee’s possess and exhibit the following core values in their daily lives:**

- Love for God
- Love for People
- Love for Children
- Work Ethic that is excellent, protective and frugal with time and money
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the Church

**VIII. Physical Demands:**

- Have the ability to walk and stand for 2 hours at a time

**VIII. Direct Reports:**

- Admin Director/ Elementary Director/ Early Childhood Director/ First Impressions Team Lead/ Creative Team Lead