



Job Description

Title: Children's Ministry & Parenting Team Leader

Reports To: Executive Pastor

FLSA Status: Exempt – Pastoral Ordained (or to be Ordained)

Prepared By: Sam Meredith

Hours per week: 50

Ministry: Children's

Classification Grade: P-5 or P-6

Approved By: Human Resources

Approved Date: 9/15/2020

Essential Organizational Core Values

- **As an Individual Leader:** The **Children's Ministry & Parenting Team Leader** is responsible for taking the leadership of all ministry functions they oversee. Live out RLM's Organizational Core Values and 7 Ministry Essentials personally and ensure their leadership and oversight of the ministries they oversee also embody and are living out RLM's Organizational Core Values and 7 Ministry Essentials. Responsible for the effective execution of the Essential Job functions of this role as detailed below.
- **As a Team Member on the Next Gen Team and RLM Staff Team:** The **Children's Ministry & Parenting Team Leader** has a responsibility to collaborate as a team member on their immediate team as well as the RLM Staff Team as a whole to accomplish church wide objectives and goals as well as **Next Gen Team** objectives as well as goals for their immediate team. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

Job Summary

1. Ministry Function (50 %)

- **As the Leader of the Children's Ministry & Parenting at our Post Falls Campus:**
 - i. Lead and oversee our children's ministries staff at Post Falls Campus. Provide leadership and direction to live out our Vision, Mission and Values within our children's ministries.
 - ii. Continue to partner with parents through our Phases milestone classes, workshops and intentional events (child dedication, etc) for the purpose of equipping them to biblically disciple their children at home.
 - iii. Create an environment and intentional plan for development for the personal and professional growth of each staff member and volunteers on your team. This is done through development of a *Personal Ministry Game Plan* and *Coaching Game-Plan* of each staff member you oversee.
 - iv. Responsible for developing and/or ensuring a *Ministry Game Plan* is created for each ministry you oversee in line with our 7 Essentials. Defining what "Winning" is for each ministry through this process including annual goals, priorities and strategies that are in alignment with our vision and mission. This includes annual reviews and ongoing coaching.
 - v. Maintain, exemplify and continue to create processes for identifying, recruiting and training up volunteer leaders and volunteers to be released in all Children's and parenting ministries.
 - vi. Create a healthy team environment for the staff you oversee. This includes regular team meetings, individual meetings, and ministry observation. This also includes building a relational

environment where staff can get to know and enjoy other team members outside of the day to day work environment (Retreats, Outings, etc).

- vii. Ensure effective communication and follow up of information is being passed up to your Executive Pastor, Senior Pastor, and Elders as well as down to your team.
- viii. Oversee and implement vision and strategy for churchwide events with Children's team: Harvest Fest, Easter egg hunts, summer camp, child dedications, etc
- ix. Responsible for creation, implementation and management of the departmental budgets for the ministries you oversee. Regularly reviews finances and monitoring a monthly financial reports. Flexes spending and makes financial adjustments based on new priorities, unforeseen expenses or changes in income.
- x. Create, implement and collaborate with Sports and Outdoors team to help bridge the gap to connecting children and families from our community to our greater church family.
- xi. Responsible for overseeing the schedules of staff you oversee. Caring for the careful balance of work and family life.
- xii. Oversee the hiring process on your team. Ensure those you are supervising are properly trained and equipped for interviewing and work collaboratively with Human Resource Director for the smooth and proper hiring and on-boarding of any new staff members.
- xiii. Ensure the process for correction, progressive counseling and termination of any staff members in ministries you oversee are carried out in a loving, biblical and administratively proper manner.
- xiv. Ensure all church employee policies and procedures are effectively communicated and properly implemented in those ministries you oversee.
- xv. Collaborate and support our children's ministries at our other campuses as appropriate. Proactively playing a part in a church that is one church in multiple locations.
- xvi. Ensure quality biblical teaching and ministry programming during Weekend Worship Services in all children's ministry environments. Continue to reinforce a small group discipleship strategy for children within our ministries.
- xvii. Ensure safe policies and processes are upheld for all of children's ministries.
- xviii. Oversee New Kids booth and check-in volunteer team

2. Next Gen Lead Team Function (20%)

- The Next Gen Lead Team is your "first team." Demonstrate peer-to-peer accountability, emotional and spiritual support of others in your first team.
- Be coachable, approachable and demonstrates the ability and courage to speak and accept critical feedback and truth in love.
- Be an active participant in Lead Team meetings and discussions. Ability to think critically, systematically and collaboratively with the Lead Team to develop creative strategies and ministry priorities to implement the mission and vision of the church.
- When another Lead Team Member needs to talk, priority is made and schedules are rearranged to accommodate the meeting in an appropriate and timely manner.
- Must live out RLM's Organizational Core Values on the Lead Team

3. Involvement and Collaboration (10%)

- Regular involvement in the life of each ministry you oversee: attending and observing, leading and/or teaching, coaching staff through the environment. Seeing how the Ministry Game Plan is being lived out and giving feedback as appropriate through individual coaching.
- Work with our church congregation in a way that glorifies God through involvement in Weekend Services and a Life Group. Be visible model for your staff to follow in friendliness, cooperation, attendance and availability.
- Values and abide to the expectations of being a member of the church found in our 101, 201, and 301 class.

- Participation in All-Church functions as well as global trainings that fall outside of the specific Job Description (Align, DiscipleShift, Teaching in Membership Classes, etc.)
- Represent your ministry at Series Team effectively and follow-through in projects assigned.

4. Personal Ministry (20%)

- Represents Christ and the Church in the community in a Godly way
- Responsible for having, and living out, a Personal Ministry Plan
- Be an active part of a Home Group and personally making disciples as appropriate.
- Responsible for having intentional discipleship conversations regarding the personal ministries of others on their team, including volunteers.

Qualifications, Required Skills and Competencies:

- Ordained pastor or in the process of Ordination from Real Life Ministries
- Performing the Sacerdotal duties: Preaching, Baptism, Weddings, Funerals, Communion, Teaching of Theology, Biblical and Spiritual Coaching
- Performing Real Life's Pastoral duties: Pastor of the Day, Hospital visits, shepherding those in their ministry
- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that "apart from Christ we can do nothing." – Abiding in Christ.
- A shepherd's temperament; servant-leader/mentor attitude and inclination.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at Real Life, must understand group dynamics and ensure effective consensus building and decision-making.
- Personal initiative and diligence, which produces follow-through in tasks.
- Solid biblical/theological convictions, which are aligned with Real Life Ministries' Doctrine and Statement of Faith.
- A willingness to grow and adapt to the inevitable changes found in a local church.
- A strong family and marriage – must be living out personal discipleship in the home.
- Background and experience in Children's and Family Ministry leadership of some form. A minimum of 5 years in full time vocational ministry is required because of the staff oversight and needed stability.
- A great recruiter, trainer and developer of people. This includes coaching and shepherding toward maturity.
- Must be a person who is friendly and inviting because of the interaction with kids and families.
- A gifted public speaker with the ability to communicate to large audiences. Must be able to inspire, call to action and cast vision.
- Must be self-aware, knowing how they impact the environment around them.
- Must be passionate and bring energy, creativity, drive, and excitement to the table
- Willingness to work behind the scenes and invest in a disciple making team

Physical Abilities required

- While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. Specific vision abilities required by this job include close vision. . Must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds.

Disclaimer(s)

- 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.

- Volunteering:- Real Life Ministries has many volunteer opportunities. As an employee of Real Life Ministries, any time spent during your normal work hours or fulfilling your job description duties for the specific ministry area you are a part of will be considered hours worked and you will be compensated for those hours. If you desire to volunteer in another area of ministry within Real Life Ministries, and it falls outside of your normal working hours, you can do so by filling out a Employee Volunteer Acknowledgement Form and turn it into HR.

Employee Name: _____

Employee Signature _____

Date _____