



## Job Description

**Title:** Children's Ministry Leader

**Reports To:** Next Gen Pastor

**FLSA Status:** Non-Exempt – Pastoral – Not Ordained

**Prepared By:** Patrick Annotti

**Hours per week:** 20 - 29

**Ministry:** North Campus

**Classification Grade:** P-5

**Approved By:** Human Resources

**Approved Date:** 04/12/2021

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### Essential Organizational Core Values

The **Children's Ministry Leader** is responsible to champion Real Life Ministries' Vision, Mission, Methodology, and Strategy in two primary ways:

- **As an Individual Leader:** The **Children's Ministry Leader** is responsible for taking the leadership of all ministry functions they oversee. Live out Real Life'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 Real Life'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 North Campus Team and Real Life Ministries Staff Team:** The **Children's Ministry Leader** has a responsibility to collaborate as a team member on their immediate team as well as the Real Life Staff Team as a whole to accomplish church wide objectives and goals as well as **North Campus** 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

The **Children's Ministry Leader** will coordinate, organize, lead, & supervise ministries for all children Birth – 5<sup>th</sup> Grade and their parents. This position serves as a member of the **North Campus** Team. He or she will work closely with the **North Campus Team** in order to create and implement holistic, strategic Elementary programming, curriculum and events; he or she will build and support a highly dedicated team of Children's Ministry volunteers, to minister to children Birth – 5<sup>th</sup> Grade and their parents.

#### 1. Primary Responsibilities ( 60 %)

- In concert with the vision and mission of Real Life Ministries, provide the leadership needed to collaboratively plan and deliver high quality ministry programming for children within RLM.
- Coordinate, supervise and/or lead weekly programming for all weekend services for children.
- In collaboration with the **North Campus** Team, recruit, train, schedule and support teams of volunteers and/or paid staff members to facilitate Children's Ministry programming.
- Create and utilize creative strategies to connect and communicate with parents that supports them in the discipleship of their child including the FAiTH PATH Milestones.
- Perform administrative tasks as driven by the overall church organization, such as budgeting, reports, weekly team meetings, security, volunteer training, parent communications, scheduling, etc.

- Provide shepherding and pastoral care to families within your ministry alongside Community Pastors and support staff.
- In partnership with the **North Campus** Team and Next Gen Team create ways to bridge into our community and bring in new families to our church.
- Responsible for weekly set up and tear down of classrooms (currently at Timberlake High School). Making sure rooms are set to accommodate needs of the school.

## 2. Team Function ( 10% )

- The **North Campus** Team is your “first team.” Demonstrate peer-to-peer accountability, emotional and spiritual support of others in your first team.
- Coachable, approachable and demonstrates the ability and courage to speak and accept critical feedback and truth in love.
- Active participant in **North Campus** Team meetings and discussions.
- Must live out Real Life Ministries’ Organizational Core Values on the **North Campus** Team.

## 3. Real Life Staff Relations ( 5% )

- Ability to think critically, systematically and collaboratively with the **North Campus** Team to develop creative strategies and ministry priorities to implement the mission and vision of the church.
- Interface and collaborate with leaders and staff of other ministries in the church, including staff members from the Post Falls Campus.
- When another 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 Real Life Ministries’ Organizational Core Values.

## 4. Personal Ministry ( 20% )

- Responsible for having, and living out, a Personal Ministry Plan
- Responsible for having intentional discipleship conversations regarding the personal ministries of others on the team, including volunteers.

## 5. Miscellaneous ( 5% )

- Regular involvement in the life of each individual ministry you oversee: attending and observing, leading and/or teaching, coaching volunteers through the environment.
- Work with Congregation in a way that glorifies God
  - In weekend services – oversee volunteer participation (friendliness, recruiting, attendance)
  - Be visible and a model for your volunteers to follow (friendliness, cooperation, availability)
- Represents Christ and the Church in the community in a Godly way
- 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.)

## Qualifications, Required Skills and Competencies

- Has the ability to recruit, train, develop and release volunteers effectively.
- Has the ability to vision cast (communicate) the vision of Real Life Ministries and the Children’s ministry
- Has the ability to create a strong team dynamic including team building and team training environments.
- Has excellent administrative skills and time management skills.
- Ability to manage conflict effectively and Biblically.

**Real Life’s Core Competencies, as defined in our 3 C’s document, necessary to succeed in this role:**

- Vision Casting
- Recruiting
- Coaching and Developing
- Initiative
- Conflict Resolution

**Spiritual Aspects of Job Requirements:**

- Performing Real Life Ministries’ 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.

**Physical Abilities required**

- While performing the duties of this Job, the employee is regularly required to sit; use hands; reach with hands and arms and talk or hear. The employee is frequently required to stand and occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

**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 \_\_\_\_\_