

# NEW LIFE CHURCH

## Standard Policy & Procedure

### S-01 ROLE DESCRIPTION: CHILDREN'S PASTOR

**APPROVED:** FEBRUARY 6, 2025 (Lead Pastor)

**INITIAL:** FEBRUARY 6, 2025

**REVISIONS:**

The task of this person is to oversee the Children's Ministries of New Life Church: KidsChurch, Little Lights, Nursery, GEMS girls club and Cadets boys club. The aim is to have a consistent vision for faith formation throughout all these ministries that is creative, relevant, safe, child-targeted, and fun. The overall goal is for children to grow into a lifetime of faith in Jesus Christ and participation in the church.

**IMMEDIATE SUPERVISOR:** Lead Pastor

**POSITION TYPE:** Permanent Full-Time (30 - 40 Hours Per Week)

#### OVERALL FUNCTION

The Children's Pastor provides vision, leadership, and supervision for children's ministries in a manner consistent with the vision and direction of New Life Church. This person has primary responsibility for Kid's Church programming (during Sunday worship services), including development and implementation of programs, supporting children as needed through the sensory room resource, as well as recruiting, training, scheduling and supervising teams and volunteers. It will also be their responsibility to oversee programming in Sunday pre-school aged ministries (Nursery, Little Lights) and mid-week children's clubs (GEMS, Cadets).

#### SPECIFIC RESPONSIBILITIES

1. Give overall direction and leadership to children's ministries at New Life, overseeing strategic planning, goal setting, curriculum and resource development and discipleship in all children's ministries, as well as partnering with other ministry staff and leaders to ensure a cohesive vision.
2. Implement the KidsChurch program on Sundays with creative curriculum development and discipleship activities, working with additional leaders and volunteers, and resourcing the "sensory room" for children who need extra assistance.
3. Be present and available to create relationships with children, and to troubleshoot, encourage and cheerlead during KidsChurch, and periodically during other children's ministries.
4. Recruit volunteers and place them according to their spiritual gifts; motivate and encourage volunteers by communicating vision and values, and facilitate training sessions for ministry teams (leaders & volunteers) in such a way that ministry is effectively carried out and the individual leaders are cared for.

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5. Overseeing the details of registration, check-in and integration of children, utilizing New Life Vine (church management software).
6. Connect with New Life families and kids to build engagement, excitement, long-term faith and meaningful involvement in the church.
7. Direct children's ministries to be an open and welcoming community for guests and newcomers, encouraging leaders to reach out to children in the community and ensuring a welcoming presence within the ministries.
8. Be committed to learning and developing competencies (conferences, book studies, etc.)
9. Be committed to learning and developing skills and gifts (conferences, book studies, etc.)

## ADMINISTRATIVE RESPONSIBILITIES

10. Work with administration to develop, submit, and be accountable for the budget of the Children's Ministries; exercise and promote stewardship in the expenditure of funds.
11. Submit goals to the Lead Pastor for the Children's Ministries every six months.
12. Participate in staff meetings as scheduled.
13. Assume other responsibilities that may arise from staff activities and church-wide events.

## QUALIFICATIONS

14. A public commitment to Jesus as Saviour and Lord, and a commitment (by membership) to the vision and beliefs of New Life Church.
15. A passion for leading children and families to grow in their personal walk with God.
16. Training and practical experience in children's programs. A College degree or university training preferred.
17. Ability to recruit, train, deploy, release and coach leaders and volunteers,
18. Ability to minister through others by developing systems and plans that allow others to do the work of ministry.
19. A team player who embraces a high level of involvement and is able to work in a staff setting.

## EVALUATION

- B. The quality of work and suitability for the position will be evaluated in an ongoing basis by the Lead Pastor as per this role description.