

POSITION DESCRIPTION

Position

Children's Pastor

Reports To

Senior Pastor

Designation

Position can be part or full time

Primary Purpose

The Children's Pastor has primary responsibility to develop ministry to children within the church, overseeing their spiritual, emotional and relational growth. A special focus of this position will be the further development of our ministry to children with special needs and their families.

Position in Context

Runcorn Christian Church is a diverse and caring church family, living the gospel and helping the people of our community to find and grow in Christ.

The Children's Pastor is responsible for strategy, planning and implementation of child-focused ministry programs that are coordinated with the church's overall vision.

This position requires both administrative and leadership capabilities, as you will be administratively overseeing the work of numerous volunteer workers, plus providing leadership and direction to the team.

In accordance with the Scriptural mandate to raise the next generation as worshippers, this position focuses particularly on children between the ages of 0 and 11.

It is a pastoral position and requires you to act as both leader and shepherd to children and their families. You will develop programs designed to evangelise and disciple children, as well as to resource their families and assist them in developing positive Christian home environments.

Key Responsibilities

- Develop vision, strategy and curriculum for the development of children's ministries
 - Organise, train and oversee all activities within the children's ministry program
 - Create and coordinate volunteer rosters and program activities
 - Run a monthly "programming meeting" of key volunteers in each children's department
 - Create and run special events and holiday programs that extend beyond church boundaries, including but not limited to the annual day camp in partnership with SU
 - Oversee design, printing and distribution of promotional brochures for special events
 - Develop a recruiting program for volunteers to assist in running activities
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- One on one mentoring of key volunteers / leaders
- Run background checks and ensure that the church's "Kid Safe" policy is implemented and maintained effectively
- Participate in regularly scheduled church leadership meetings
- Assist in maintenance of the church's membership database
- Update the children's ministry pages/activities on the church website
- Effectively manage the children's ministries annual budget and resources
- Potentially preach and teach the Word of God at worship services from time to time
- Provide regular and accurate reports to the Senior Pastor and Eldership about development of Children's programs within the church, recent highlights, and identifying any issues to be overcome

Key Relationships

Internal

Senior Pastor
Associate Pastors
Department Leaders
Administrative staff
Parents and Children

External

Local schools / teachers
Parents in the surrounding community
School chaplains and RI teachers

Qualifications, Knowledge and Experience

- A person who exhibits the godly character qualities outlined in 1 Timothy 3:1–7; Titus 1:6–9; 1 Peter 5:2–3 and Acts 6:4
- Minimum of two (2) years relevant work experience (e.g., teaching, childcare, chaplaincy, children's ministry)
- Certificate IV in Ministry (or higher) from a recognised bible college will be highly regarded
- Formal educational and/or other relevant qualifications and experience will be highly regarded
- Knowledge and experience with families with special needs highly regarded

Selection Criteria

- Proven ability and experience in development and implementation of vision, strategy and programs for children's ministry
- Good written and verbal skills, able to articulate and represent the church internally and externally
- Demonstrated ability to relate well and work well with other pastoral staff and leadership
- Demonstrated commitment to honouring leadership (Hebrews 13:17, 1 Thessalonians 5:12–13)
- Recognised leadership gift

Additional Requirements

- Must have Australian residency
- Be in agreement with the Doctrinal Basis of faith documented in Article 4 of the Australian Christian Churches Constitution
- Commitment to mutual personal accountability with other pastoral staff
- Commitment to maintaining regularly scheduled and protected family time where applicable

(including annual leave) and should recognise the need for regular personal free time

Related Documents

This position description is a primary document outlining the requirements, nature, function and relationships of the nominated position. It is to be read in conjunction with the following documents (as appropriate):

- the individual's employment contract or Australian Workplace Agreement (AWA);
- the church's constitution and organisational structure;
- the church's strategic planning documents; and
- the church's policies and procedures

References

Acts 6:4	... and will give our attention to prayer and the ministry of the word.
1 Timothy 3:1–7	Here is a trustworthy saying: If anyone sets his heart on being an overseer, he desires a noble task. Now the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach, not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own family well and see that his children obey him with proper respect. (If anyone does not know how to manage his own family, how can he take care of God's church?) He must not be a recent convert, or he may become conceited and fall under the same judgment as the devil. He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil's trap.
Titus 1:6–9	An elder must be blameless, the husband of but one wife, a man whose children believe and are not open to the charge of being wild and disobedient. Since an overseer is entrusted with God's work, he must be blameless — not overbearing, not quick-tempered, not given to drunkenness, not violent, not pursuing dishonest gain. Rather he must be hospitable, one who loves what is good, who is self-controlled, upright, holy and disciplined. He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it.
1 Peter 5:2–3	Be shepherds of God's flock that is under your care, serving as overseers — not because you must, but because you are willing, as God wants you to be; not greedy for money, but eager to serve; not lording it over those entrusted to you, but being examples to the flock.
Hebrews 13:17	Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.
1 Thessalonians 5:12–13	Now we ask you, brothers, to respect those who work hard among you, who are over you in the Lord and who admonish you. Hold them in the highest regard in love because of their work. Live in peace with each other.
Australian Christian Churches Constitution	Can be downloaded from the ACC website https://www.acc.org.au

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