

## Trinity Church, Myrtle Beach

## Position Description

**Position Description:** Pastor for Children and Family Ministry  
**Primary Reporting:** Pastor for Christian Discipleship  
**Location:** Myrtle Beach, S.C.

### Position Summary:

The purpose of the proposed position is to work in the Family Ministries Team to equip families and the church to evangelize and disciple young children. The Pastor for Children and Family Ministry will be responsible for working closely within the Christian Discipleship Team to disciple parents and Children's ministry volunteers to create an atmosphere in the home and the church conducive to the spiritual growth and faithfulness of young children. Finally, the Pastor for Children and Family Ministry will plan and execute such programs as deemed vital to the mission and ministry of the church.

### Required Skill:

- This person must love children and be effective in responding to their spiritual needs.
- This person must have strong organizational skills and be able to work with multiple priorities and activities.
- This person must be dependable and a self starter.
- This person must be comfortable with leadership and the responsibilities of leadership.
- This person must be skilled at identifying and cultivating future leaders.
- This person must be comfortable working in a team environment.
- This person must be creative and able to generate ideas and solutions for program development.
- This person must be able to effectively present information to the clergy, lay committee members, and others concerning all aspects of the church's discipleship process.
- College education is preferred, some training or experience in children's ministry or early childhood education required.

### Working Relationships:

- This position reports directly to the Pastor for Christian Discipleship.
- This position is part of the Christian Discipleship Team at Trinity Church, Myrtle Beach.
- This person will work with the Pastor for Family Ministry and Youth to develop a comprehensive strategy for raising children from birth through adolescents to Christian Maturity.
- This position will be called upon to work with the Pastor for Trinity West to develop strategies for Children and Family Ministry at Trinity Church, West Campus.
- This position will maintain a congenial spirit and team attitude towards all staff members.
- This position will maintain a godly and humble spirit towards the flock entrusted to this church by Christ.

### Responsibilities

- Work closely with the Pastor for Family Ministry and Youth to develop a process of discipleship for parents of young children.
- Recruit and train volunteers for children's ministry at Trinity.

- Oversee the nursery (and one part time employee) as a ministry for the youngest at Trinity.
- Plan and execute family training events.
- Plan and execute children's worship for Sunday morning and possibly Wednesday evening.
- Oversee programs of Trinity Church such as Sunday School, Wednesday evenings, special events for children during events planned by Trinity (Rally Day, Parish Meeting, Parish Retreat, etc) and VBS (Summer and Winter).
- Update and maintain the children's ministry section of the website.
- Develop and work within a budget.
- This person is responsible for communicating vision, direction, scheduling and programming to parents, staff, the community, the church, and volunteers.
- This person is responsible for running parents meetings and, if need be, parent training seminars.
- This person will be responsible for writing monthly newsletters.

#### **Measurability**

- Perform all components in the job description.
- This job will be evaluated at 60 days and 6 months the first year, in an informal manner throughout the year and formally at an annual performance review led by the supervisor.

**Compensation** –This position is an exempt/salaried position working 40 hours per week. Salary will be negotiated between \$22,000 and \$30,000. Trinity employees receive two weeks paid vacation, eight sick days, health care coverage and a budget for Continuing Education. After a year of service employees are eligible to contribute to and receive matching funds from Trinity for our 401K Pension Plan. All prospective employees must undergo a background check. Hiring will be contingent upon completion.