

Assistant Pastor/Director for Children and Families:

Purpose:

To serve as a staff member within the Willow Creek Church congregation, working with a gifted volunteer team to provide a safe, engaging, gospel centered ministry for children (newborn through 5th grade) and their family.

Vision:

- To continually develop a thriving ministry to children whereby they are taught the truths of the gospel of Jesus in an age appropriate manner.
- That children would hear and believe the gospel and a lifelong foundation is built for their faith
- That the Children's ministry would be a place where children want to attend
- That parents would be equipped in discipling their children

Specific responsibilities:

- Sunday morning ministry to children, including oversight of nursery ministry and Children's worship
- Mid-week ministry to children during the school year
- Seasonal ministry (VBS etc..)
- Other items as directed by the Sr. Pastor

While the above are already arranged times of meeting, the "program" will be left to the Pastor/Director to develop, in line with the vision of the position and vision of Willow Creek Church.

Staff Member:

- Attendance and participation in staff meetings
- Regular coordination and communication with the Sr. Pastor
- Regular coordination and communication with the family ministry staff (i.e. nursery & student ministry)
- Consistent attendance and participation during Sunday morning worship
- Prepare the annual children's ministry budget

Working with Volunteers:

- Build healthy relationships with existing children's ministry team volunteers
- Recruit and develop new children's ministry team volunteers
- Routinely offer continuing education for all Children's ministry volunteers
- Equip children's ministry volunteers for success (sending of weekly reminders to those who are serving, writing thank you notes/emails, following up with volunteers regarding their time in which they served in the children's ministry)
- Lead a yearly volunteer training

Safety:

- Maintain strict compliance with our safe practices and policies procedures
- Ensure current background checks for all volunteers (18+) and will monitor the status of all volunteers to confirm that these checks are current

- Coordinate with our *Walking Tall* team along with other staff and volunteers at WCC to ensure that there are appropriate safety measures in place to protect our children during the time in which they are on WCC property
- Develop a check-in & check-out process that works with families to ensure warm guest welcomes, promotes retention, and ensures safety.

Engagement:

- Ensure the timely purchase and preparation of all necessary items for children's ministry
- Oversee and lead in the set-up, execution, and tear down of Sunday morning children's ministry, seasonal Wednesday night children's offerings, VBS, and other seasonal children's ministry events
- Oversee and lead outreach events designed to serve children and families inside and outside of the WCC congregation (ex. VBS, Family Skate Night, Family Movie Night)
- Seek opportunities to engage with associate ministries of WCC including: *Awana, Home Educators, Pre-School, Scouts, Casselberry Summer Camp, Side by Side*
- Oversee a yearly Communicants class. Communicants is designed for 4th-5th grade students who actively participate in our children's ministry, and who desire to participate in communion and potentially includes their baptism (as many have not been previously baptized)
- If ordained, may be called upon to preach or lead worship as directed by the Sr. Pastor

Accountability:

- Direct Reporting to the Sr. Pastor
- Annual Performance Review with Senior Pastor and Session

Qualifications:

- Have a personal, active, and growing relationship with God through Jesus Christ
- Enthusiastic agreement with the beliefs of the Presbyterian Church in America and our doctrinal standards as found in the Westminster Confession of Faith.
- Be energetic, warm, and able to share the love of Jesus to children and their families
- Highly relational, someone who seeks to build and foster relationships with church members, attenders, and guests from our larger community
- Actively works on a healthy work and family balance
- Able to communicate the truth of the gospel at an age-appropriate level
- Functions in a professional work setting, understands the importance of meetings and deadlines
- If an Assistant Pastor – ordained or ordainable in the PCA
- Previous children's ministry experience is preferred

Work Schedule:

- This is a full time, salaried position with benefits.
- Will be provided a computer, work space, children's ministry storage areas, and other appropriate items to be a successful children's ministry director/pastor

To apply, send resume, cover letter and any supporting documents you feel would help us get to know you to: wckidsdirectorsearch@gmail.com