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Pastor for Children & Families

Role Description

Under the aid and authority of the Holy Spirit and in partnership with The North Church elders, the *Pastor for Children & Families* serves the church for the joy of the next generation by providing leadership for ministry to children and their parents, in order to carry out The North Church's mission and vision, together with the congregation, in accordance with the *Elder Affirmation of Faith*.

Responsibilities

Responsibilities for Specific Areas of Ministry

1. Children (Nursery–Grade 5) Discipleship
 - a. Oversee and manage Sunday School and midweek programs and activities for children (Preschool–Grade 5) ensuring a welcoming, safe, God-centered, Christ-exalting ministry for children and parents in a manner consistent with the theology, vision, and philosophy of ministry articulated in our stated values..
 - b. Oversee and manage the curriculum and content of the teaching employed in our ministries and programs to ensure that it accords with our Elder Affirmation of Faith, is age-appropriate, and rightly exalts Christ.
 - c. Supervise and direct all team leaders and other ministry staff and volunteers who work with children to ensure that there is proper vetting, orientation, and training according to our safeguarding policies. Ensure that our policies and procedures are up-to-date and develop a culture of careful safeguarding and protection of the children entrusted to our care and oversight.
 - d. Oversee the recruitment, training, and support of all paid and volunteer staff required for children programs Preschool–Grade 5.
 - e. Oversee the proper management and care of designated child ministry space and equipment.
 - f. Coordinate with the *Pastor for Middle School & Families* and the *Pastor for Youth & Families* to coordinate and develop the necessary strategies, programs, and activities that will sustain effective children's programming in a growing and changing congregation.
 - g. Initiate efforts with the other ministry leaders of the church to incorporate children into the broader ministry of the church.

Supervisory Responsibilities:

1. Ministry Departments:
 - a. Children
2. Direct Reports: Provide direction and feedback to:
 - a. *Administrative Assistant for Children & Families*
 - b. *Coordinator for Children & Family Ministry*
 - c. *Lead Coordinator for Nurseries*
3. Supervisor Responsibilities:
 - a. Participates in interviewing, hiring, and training employees.
 - b. Participates in job description creation.
 - c. Ensures ministry responsibilities are fulfilled.
 - d. Approves short-term ministry objectives.
 - e. Conducts annual performance evaluations and provides regular performance feedback.
 - f. Facilitates conflict resolution.
 - g. Approves paid time-off requests.
 - h. Ensures appropriate balance between the various ministries.

Other Duties:

1. Maintain a clear focus on congregational care and relationship building, dedicating a significant portion of his ministry toward assisting with weddings, funerals, baptisms, membership classes, preaching, participating in worship services, etc. as time allows.
2. The *Pastor* will carry out such other duties as may be assigned by the church from time to time.

Bethlehem College & Seminary:

1. Bethlehem College & Seminary: Each pastor will have the opportunity to train and equip apprentices (M.Div students) from Bethlehem College & Seminary in order to develop and train future pastors.

Ministerial Tax Treatment:

1. This role qualifies for Ministerial Tax Treatment because:
 - a. The individual is licensed by the church for gospel ministry.
 - b. The individual is licensed by the state of Minnesota.

Additionally, this role includes at least three of the following:

- c. The pastor performs sacerdotal duties:
 - i. Baptisms
 - ii. Weddings
 - iii. Communion
 - iv. Scriptural Instruction
 - v. Spiritual Counseling
- d. The pastor conducts spiritual worship by taking a leadership role (worship, prayer, greeting, teaching, preaching) in our various church events and services.
- e. The pastor has control, conduct or management responsibilities in the church. That is, he

directs, manages, or promotes the church's activities, providing leadership over ministries or areas of significance to the life of the church.

- f. The people of this church consider him to be a leader of the church. Given the size of our congregation, there must be a subsection of the congregation who recognizes the pastoral leadership provided by the individual.

Qualifications

Godly Character

1. Meet the spiritual, personal, and character qualifications of an elder found in 1 Timothy 3:1–7 and Titus 1:6–9 and exhibit the fruit of the Spirit as found in Galatians 5:22-23.
2. Model servant leadership and exhibit a helpful, joyful attitude.
3. Be a man of prayer and a man of the Word, sensitive to the Spirit, devoting himself to daily prayer and Bible reading for the sake of guarding himself from sin and stirring up his heart and mind to renewed passion for Christ; he will lead his family in regular times in the Word and prayer; and he will gladly participate in mutual care and accountability with other believers.
4. Seek to undertake his duties in the power of the Holy Spirit, undergirded with prayer, guided by the Scriptures, and manifesting the character of Christ for the glory of God.

Church Member

5. Be a member in good standing of The North Church. The congregational call to a pastoral role establishes church membership.
6. While ensuring first loyalty is to God and the Word, support the leadership of the church generally and specifically for his area of ministry. Strive to maintain positive and fruitful relationships with other church employees, members, and leaders. While concerns or differences of opinion may arise, all employees will communicate in a biblical manner and abide by appropriate supervisory direction and any final determinations of the Council of Elders. Whether leading the congregation or submitting to those in authority, he will do so in a joyful manner. While visionary, he will have his ear to the ground and be a good listener.
7. Understand, endorse, and teach, without reservation, the church's biblical and theological teaching as expressed in our Elder Affirmation of Faith..
8. Joyfully minister in accord with our Pastor's Covenant, in a manner that honors Christ and is a positive example to others.
9. As outlined in the Bible and our Elder Affirmation of Faith, pastors must be qualified men.

Organizational Skill and Awareness

10. Have the vision and organizational skills necessary to work effectively, creatively, and flexibly within the context of a church with multiple staff members and ministries.
11. Strictly maintain appropriate confidentiality according to the guidelines set forth in our Employee Handbook and Relational Commitments.
12. Sign our Employee Handbook Acknowledgement Form and comply with all applicable church policies.
13. Give servant-hearted support to specific area(s) of ministry as well as to the broader needs of our ministry.

Self-Motivated and Dependable

14. Demonstrate a commitment to personal growth by attending appropriate training, development, and team-building events.
15. Have a good understanding of the people, projects, or ministry under his responsibility and

demonstrate faithfulness and good follow-through both in collaboration with other ministry partners and in independent efforts related to his role.

Skilled Leadership & Communication

16. Recognize volunteers as valuable co-laborers in ministry and will be proactive, prayerful, and persistent in recruiting for the role.
17. Possess pastoral experience and proven effectiveness, particularly in ministry to parents and young people.

Requirements

1. *Servant Leadership*—the Pastor should be able to lead in a variety of contexts (individual, small groups, large groups) in such a way that Jesus Christ and his gospel are central. He should be a self-starter and take initiative. He should be wise and discerning and know when to be decisive, sensitive, tender, and firm.
2. *Relational*—the Pastor should have a heart to care for people. That drive should manifest itself in the appropriate use of time.
3. *Administrative*—while seeking mainly to shepherd people, the Pastor should have the skill set and ability to effectively manage the various administrative tasks associated with the position.
4. *Teaching/Equipping*—the Pastor should be a fruitful, biblical teacher and champion of our mission and vision. His teaching should effectively “equip the saints for the work of the ministry.”
5. *Communication*—the Pastor should be able to communicate clearly, concisely, and in a loving and biblical manner.
6. *Peacemaking*—the Pastor should be able to tactfully and winsomely unite people with varying perspectives to advance harmony and love, and to achieve common goals.
7. *Preaching*—the Pastor should be an effective preacher who is able to rightly handle the word of God and joyfully engage in expository exultation personally.

Position Details

- Reports To: Pastor for Preaching & Vision
- Area/Ministry: Children
- Position Type: Full-Time
- Hours Per Week: Pastoral
- Tax Handling: This position qualifies for ministerial tax treatment
- Housing Allowance: This position qualifies for Housing Allowance

Approved By:

Supervisor Name & Date: _____

Employee Name & Date: _____