



## **ASSOCIATE PASTOR – Children/Family Ministries**

**PART TIME POSITION SUMMARY:** The Children’s Ministry Pastor is responsible for all aspects of ministry related to infants to 12 years. The primary objective will be to develop, implement, and oversee a plan of discipling children that engages families in our cultural context. He/She will oversee the children’s ministries on Sunday mornings and occasional events and is responsible for building a strong community of leaders by recruiting, caring, and equipping volunteers. This is initially a part-time position with an average of 16-20 hours per week.

**FULL TIME POSITION SUMMARY:** In addition to children’s ministry, more hours up to a full-time pastoral position may be considered with added pastoral/ministry responsibilities depending on giftings, experience, and interest (see #4 for some examples).

### **GENERAL RESPONSIBILITIES**

- Ensure that the children’s ministry and activities are carried out according to the administrative guidelines, facility policies, and budget of Bethel international Church.
- Work in conjunction with the staff and ministry team to ensure children make an effective transition through ages specific ministries: from children to preteen to youth to young adults, etc.
- Participates regularly on Sundays, staff meetings, and team planning/development meetings.
- Contributing to the broader fulfillment of the church mission and vision (i.e. church-wide initiatives, prayer meetings, training, outreach, etc.).

### **KEY RESPONSIBILITIES:**

#### **1. Sunday Gatherings – Kids Ministry Experience**

- Oversee and manage the Bethel Kids ministries on Sundays which includes but not limited to: reviewing and briefing scheduled teachers with lesson plan, ensure rooms/spaces are setup with all necessary supplies, and managing all content for Kids church programs is based on consultation with the pastor

#### **2. Volunteer Training, Management, and Mentorship**

- Overseeing and preparing volunteers for teaching quality
- Recruit volunteers, manage new volunteer process including reference checks, criminal record checks, interviews and orientation.
- Train all volunteers using Plan to Protect and ensures policies are being implemented to help guarantee the safety of all children, families and volunteers through the ministries of the church.
- Help Kids Team volunteers thrive and grow in their abilities to teach, lead and work with children/families, making sure volunteers feel both, connected and cared for

#### **3. Family Connections and Pastoral Ministry**

- Assist new families with check-in and welcome with ease.
- Follow up with families, communicating our ministry vision as well as the teaching topics on Sundays.
- Providing parents with resources for continuing teaching throughout the week with their children.
- Community outreach through intentionally inviting children in the community to participate.



#### **4. Additional Pastoral and Administrative support in Various Areas (if more hours are being considered)**

In consideration of the candidate's gifts, calling, and experience, some (but not all) areas of ministry may include: discipleship pathway, communications, website, life groups, worship leading, Sunday ministry, preteens, events, outreach, admin support (to be defined further in the interview process)

#### **QUALIFICATIONS/CORE COMPETENCIES**

- **Demonstrates a passion for God and love for people** – is a committed follower of Jesus Christ is passionate about youth encountering God, coming to faith, and seeing them discipled.
- **Mentoring/Supervision** - demonstrates leadership skills of recruiting, equipping, and mentoring.
- **Knowledge of Scripture** - ability to engage and disciple children with the Bible
- **Experience with early childhood education** - understands the developmental processes of children (physical, emotional and spiritual), age-appropriate teaching/learning strategies for children;
- **Self-management** - self-motivated and able to manage his/her time well.
- **Interpersonal skills** – can work well others in a diverse demographic
- **Effective Communications** - can present clearly in spoken and written communication.
- **Basic computer skills** - knowledge in using technology and computers effectively for ministry use.
- **Administrative skills** - to develop, plan, and implement various ministry initiatives.
- **Life long learner** –willing to learn other skills, gain experience, and grow in character and leadership.

#### **GENERAL TERMS OF EMPLOYMENT**

- Salary: Based upon experience, responsibilities, and hours (PT or FT), and factoring in a liveable wage.
- Vacation – 2 weeks; negotiable depending on previous ministry experience; approved in advance.
- Extended Health Benefits – offered with a full time position
- Conditional upon a criminal record check clearance
- Specified weekly hours to be agreed upon by Lead Pastor
- Would become a member of Bethel International Church and living in accordance with the church's mission, core values, statement of faith, and administrative guidelines.
- 3 month evaluation period in the role

*If you are interested or have more questions, please email resume and references including any othering helpful documents (i.e. philosophy of ministry) to Phil Mittelstaedt at [philmitt@bethelinvancouver.com](mailto:philmitt@bethelinvancouver.com).*