



CHURCH OF THE RESURRECTION

Job Description Children's Pastor

Date: October 2025

Supervisor: Dcn. Margie Fawcett

Staff Teams: Pastoral Staff

Status: Full-time, exempt

Role: Cast vision and lead RezKids (RK) ministries and teams. Provide pastoral care and leadership for families.

SKILLS

1. Leadership of complex ministry environment
2. Problem solving in a fast-paced environment
3. Staff and Volunteer team development
4. Staff and Volunteer supervision
5. Relationship-building with families
6. Collaboration with other ministries
7. Vision cast to inspire others

MINISTRY OVERSIGHT

1. Collaborate and Communicate
 - a. Integrate children into the life of the church
 - b. Represent RK to the church at large
 - c. Collaborate with pastoral staff to ensure RK is integrated into all church ministries
 - d. Spearhead and ensure thorough training of all volunteers in safety protection practices
2. Supervise the Children's Ministry Director
 - a. Coach and develop the leadership skills of the Children's Ministry Director
 - b. Ensure clear communication and collaboration with Children's Ministry Director

- c. Run structured and efficient weekly meetings
- 3. Recruitment
 - a. Recruit, train, and support all volunteers for Sunday morning, Midweek and VBS
 - b. Supervise Children's Ministry Director in the administration of Child Protection Process of all volunteers
 - c. Oversee week-to-week roster and ensure adequate staffing for Sunday morning, Midweek and VBS
- 4. Sunday Morning Leadership
 - a. Plan and execute Sunday morning (Birth-5th grade) including special needs ministry (THRIVE)
 - b. Create and enrich Elementary curriculum
 - c. Set up Sunday morning, and lead Prayer Circle ½ hour before services
 - d. Quick problem solving and low stress in pressure situations (i.e. multiple team members don't show up).
 - e. Welcome visitors
 - f. Pastoral connection with families
- 5. Midweek Ministry
 - a. Welcome visitors
 - b. Pastoral connection with families
 - c. Recruit activity leaders and shepherds
 - d. Create devotional curriculum to complement the activities
 - e. Teach catechetical lessons
 - f. Enforce and train in safety protection practices
- 6. Vacation Bible School
 - a. Welcome visitors
 - b. Pastoral connection with families
 - c. Recruit activity leaders and shepherds
 - d. Craft short teachings around a chosen theme
 - e. Enforce and train in safety protection practices
- 7. Special Needs Ministry
 - a. Partner with THRIVE (special needs ministry independent of RK) to create a space of belonging in RK for children w/ special needs
 - b. Recruit personal buddies for special needs children
 - c. Ensure clear communication between THRIVE and RK esp. re: proper training (by THRIVE) of new buddies
- 8. Family Discipleship & Care

- a. Provide pastoral care for families in partnership with Pastoral Care Pastor
- b. Give families resources for family discipleship

9. Baptism

- a. Lead baptism class
- b. Meet with older children and parents of younger children as needed
- c. Lead rehearsal and oversee ceremony
- d. Collaborate with clergy re: special cases

10. Budget

- a. Monitor lines regularly
- b. Plan upcoming year's budget

Fair Labor Standards Act (FLSA)

Exempt (full-time)
Ministerial & Administrative

Description:

- (1) Exempt (full-time) = No overtime paid.
FLSA does not apply because of the ministerial exception and essential job duties that include spiritual activities.

Americans with Disabilities Act (ADA)

Job Performance Requirements:

- Administrative:
 - o Undergraduate degree level of education
 - o Occasionally/frequently work weekends
 - o Must be able to sit in a stationary position for 50% of the time
 - o Occasional kneeling and bending to re-stock supplies
 - o Occasional reaching to gain access to supplies
 - o Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer
 - o Frequently communicate with people (parishioners, staff, etc) who have inquiries about sermons, service events, projects, etc. Must be able to exchange accurate information in these situations
 - o Identify material from a computer with a 13in screen

This job description is subject to change at any time.