



**Position Description**

Title:	<b>Children’s Leader (Pre K-5<sup>th</sup> Grade)</b>	Date:	January 2020
Level:	Ministerial		
Overseen By:	Senior Pastor		
Steward Over The Following Areas:	Student Ministry (Pre K – 5 <sup>th</sup> Grade)	Part-Time 20 + Hours	Recreation Ministry Advisory Team
	Primary role is to be a facilitator of Ephesians 4:11-13, a leader of leaders		

**Position Specifications**

**MISSION PURPOSE:** The purpose of the Children’s Leader will be to glorify God by leading all people to become followers of Jesus Christ.

**PRINCIPAL FUNCTION:** The Children’s Leader is charged with the responsibility of assisting the Senior Pastor in carrying out God’s vision for Etowah Baptist Church. EBC’s mission statement: “To glorify God by leading all people to become followers of Jesus Christ.”

Specifically, within the Children’s Department (Pre K – 5<sup>th</sup> Grade), the Children’s Leader will function as the “leader of leaders,” communicating vision, providing excellent communication, training and empowering lay leaders for the work of the ministry (Ephesians 4:11-13), and serving alongside of the leadership team. They will develop and maintain a comprehensive strategy of biblical discipleship for students within the scope of the department, facilitating ministry events specifically planned and targeted to students on all the various levels of spiritual development (Community, Crowd, Church, Craver, Committed, Core).

**QUALIFICATIONS AND POSITION REQUIREMENTS:**

- One who exhibits a personal and growing relationship with God, and a teachable spirit. <sup>[1]</sup><sub>SEP</sub>
- Preferred, one who possesses a minimum of a High School diploma, experience in ministry, basic administrative skills, and a personal spiritual life congruent with biblical mandates for leaders (1 Timothy 3:1-7).
- One who is capable of executing the church’s overall vision and strategy within the Children’s ministry. One who is gifted and is called to Children’s ministry, loves young people, and has a passion for evangelism and outreach.
- An engaging teacher, with a strong biblical and theological background, who is in agreement with EBC’s statement of faith.
- A self-motivated leader, capable of casting and imparting vision for the Children’s ministry, possessing relational skills with students, parents, and staff. One who is acquainted with and capable of leading adults and has proven experience managing conflict in a positive way.

**CHARACTER:**

- *Accountable.* Must practice high levels of ethical and moral behaviors. Must be responsive and reliable. Must be able to make intelligent God honoring decisions without acquiescing to outside pressures. Must be willing to be held accountable for personal actions and for the actions of his team.

- *Transparent.* Must be authentic and honest, showing integrity and consistency in all settings.
- *Relational:* Must have a genuine love for others and enjoy working with both EBC staff and lay people. Should see the importance of building relationships with the congregation, parents, and students.
- *Stress Manager.* Must be able to manage stress and work well under pressure. Must be able to maintain restraint and composure while exercising consistency under pressure.
- *Personal Evangelism.* Must endeavor to win students to Christ and aid in the development of their Christian lives; and develop personal evangelism opportunities within and outside the church.

### **Biblical Structure for the Children’s Leader Priorities**

#### **Priority Area #1: The Relationship with God**

- There is no more important priority in the Children’s Leader life

*“Do not have other gods besides Me.” Exodus 20:3*

<sup>37</sup> *“He said to him, “Love the Lord your God with all your heart, with all your soul, and with all your mind.” Matthew 22:37*

Responsibilities:

- Daily time spent with God in personal worship, prayer, and Bible study.

#### **Priority Area #2: The Relationship with His Family**

- A Children’s Leader will not have a ministry at the church if he does not have a ministry at home

<sup>4</sup> *“...one who manages his own household competently, having his children under control with all dignity.*

<sup>5</sup> *(If anyone does not know how to manage his own household, how will he take care of God’s church?)”*

*1 Timothy 3:4-5*

Responsibilities:

- Times of focus and fellowship with his family
  - Spending most evenings at home. When possible, the Children’s Leader will schedule meetings/appointments during Sundays or Wednesdays, or during office hours so that he might be able to be present at home for his family during most weeknights. Understandably, this might not always be possible, however, it should be his goal.

### **Priority Area #3: The Relationship with His Ministry**

#### Responsibilities:

- Organize, communicate, train, empower and serve alongside leadership teams within the Children's ministry department, implementing and executing programs that work to accomplish the church's mission.
  - Our mission vision is a vision to disciple people. This vision should direct their ministries to do the following:
    - Evangelize those precious people who are at a distance from Christ
    - Educate and train disciples that they might grow to maturity in their walk with Christ
    - Empower maturing disciples to serve and to embrace God's mission for their lives
- In terms of the overall scope of the Children's ministry, there should be a weekly strategy of discipleship that invites participants to move to greater maturity. Within the department, the Children's Leader will organize a team of lay leaders that he will serve with to offer the following:
  - A weekly corporate worship opportunity with wee worship and junior worship on Sunday Morning
    - Wednesday night AWANA or other Children's Programs.
  - A weekly Bible study, small group opportunity
    - Sunday School groups (K- 5<sup>th</sup> Grade)
  - A weekly ministry/missions service opportunity
    - Sunday night ministry teams for Children
  - Seasonal evangelistic and discipleship ministries for Children
    - Support our upward basketball program; and any other programs developed for children.
- Specific ministry roles:
  - As a Leader
    - Lead from a position of following by enthusiastically implementing and executing the overall church's mission within his area of ministry.
    - Modeling Christ-like, servant-leadership, exhibiting the willingness to lead from the lowest position, serving alongside of leadership teams as an example, serving the needs of their team out of love.
    - Always seeking to recruit quality leaders to serve in their ministry area. Ensuring a Children's ministry that is open to parents, functioning to assist them in their responsibility as the primary disciple of our children.
    - Developing leaders by providing training/resources to encourage greater effectiveness in their ministry roles.
    - Leading monthly Children's ministry leadership team meetings, communicating and delegating roles for service, evaluating, correcting and celebrating the department's execution of the church's mission.

- Seeking to give and receive regular, two-way communication with parents, serving them as a resource, not as a replacement, in their responsibility of discipling their children. <sup>[1]</sup><sub>[SEP]</sub>
  - With the input of the department leadership team, plan and lead strategic discipleship retreats and mission opportunities for Children.
  - Plan for and be a steward of budgeted funds for the ministry area.
  - Prepare and annual budget and present it to the Finance Committee.
- As a Preacher/Teacher
  - Preparing and providing weekly, passionate, creative, biblically sound messages (Wednesday night AWANA, Junior Worship, Sunday School small group, etc.).
  - Fill assigned roles on occasion as requested by the Senior Pastor.
- As a Shepherd
  - In coordination with the pastoral team, plan, implement and execute a Sunday school ministry that is scoped to take into account student's unique needs (gender/age) and spiritually sequenced to build students spiritually over time.
  - Maintain vital relationships with students and parents, communicating the church's mission and the department's regular program opportunities or events via technology, letters, hand-outs, etc...
  - Disciple by providing regular, consistent opportunities for students to serve Christ and others both inside their ministry area and to the greater church body.
  - Providing spiritual advising and direction to students as needed.
  - Shepherd students to be integrated into all phases of the church life in order to help support a culture of spiritual growth.
  - Minister to student's needs through a ministry of visitation (hospital, sporting events, extra-curricular activities, etc.). The Children's Leader is expected to build relationships with children and their parents both on and off the church's campus.
  - Help support the Senior Pastor's care ministry to the greater congregation, as assigned.
- As a staff member:
  - The Children's Leader will work an average scheduled week of 20 hours. This will consist of time in the office and out on visitation/in the field.
  - The Children's Leader will attend all church staff and ministerial meetings. The Children's Leader will also attend regularly scheduled meetings of church leadership (Deacons).
  - By virtue of his ministry position, the Children's Leader will be an active member in the congregation.
  - The Children's Leader will demonstrate a strong sense of loyalty to the staff and other members of the church's leadership team, endeavoring to be cooperative in the carrying out of the ministry tasks.

