

**Decatur Methodist Church**  
**Children's Pastor/Minister**  
**March 23, 2023**

**Principal Function/Job Summary:**

The Children's Pastor/Minister oversees all children's ministries reaching children ages birth to 5th grade. This ministry position includes oversight of paid workers and volunteers serving in our preschool and nursery areas with the sole purpose of leading all children to a foundational authentic relationship with Jesus Christ and a belief in the inerrancy of Holy Scripture. As a member of our leadership team, the Children's Pastor/Minister will help our church family reach, love, and make disciples of our children, while teaching them the building blocks of faith so that they may grow in their love of Christ.

The Children's Pastor/Minister will lead and organize an effective Children's ministry, implementing fellowship, worship, biblical teaching, discipleship, and evangelism. Most importantly, the Children's Pastor/Minister should demonstrate a hunger for more of God and possess a passion to lead the youth of our church and community into that same hunger.

**Working Relationships:**

The Children's Pastor/Minister works under the direct supervision of the Executive Pastor (in coordination with the Lead Pastor) and he/she will supervise/oversee related interns, staff, and volunteers of the Decatur Methodist Church team. The person who holds this position will automatically be a member of the Children's Ministry Team and the Administrative Board as a non-voting member.

**Duties and Responsibilities:**

1. Develop and implement a comprehensive program of Christian development and education for children beginning at birth and continuing through grade five. Develop ministries that are creative, exciting, innovative, and relevant to the children and families of the church.
2. Provide planning, coordination, execution, and leadership for weekly discipleship opportunities (i.e., Sunday morning, Sunday evening, Wednesday evening) and other activities (i.e., fellowship, missions, worship, events, outreach) that affirms Holy Scripture as the Biblically inerrant Word of God.
3. Work with the pastoral staff and Staff-Parish Relations Committee to set policies and procedures for the children's ministry. Create a safe, positive, nurturing, and age-appropriate learning environment for every child. Evaluate age-appropriate program materials, equipment, supplies, and space for children's ministry. Conduct systematic and periodic safety and cleanliness inspections of all spaces and equipment.
4. Recruit, train, and deploy volunteers to more effectively minister to children and to provide ministry opportunities for congregational members. Ensure responsibilities for all events are delegated and understood by children's ministry leaders.
5. Lead in the evaluation of the Children's ministry on an annual basis with all children's ministry leaders and pastoral staff.

6. Provide opportunities for parents to be involved in the children's ministry, maintain contact with children and parents, keep them informed of ongoing activities, and make parents aware of ministry strategies and plans in a way that encourages partnership, involvement, and buy-in. Support parents in effectively fulfilling their Christian parenting roles, in concert with other pastoral staff. Find avenues to foster partnerships with parents/guardians.
7. Be available to mentor children and/or parents when needed. When appropriate, provide counseling and/or spiritual direction to children to help them in their faith journeys and personal growth needs.
8. In coordination with the Staff Parish Relations Committee and administrative staff, help administrate and enforce the Decatur Methodist Church Child Abuse Prevention and protection policy including applications and background checks for all staff and volunteers, and ensure that the policy guidelines are carried out within the Children's Ministry area.
9. Attend weekly worship services and church events (lead by example).
10. Recruit, train, and deploy volunteers to more effectively minister to children and to provide ministry opportunities for congregational members. Ensure responsibilities for all events are delegated and understood by Children's ministry leaders.
11. Participate in and contribute to staff meetings, one on one meetings with the Executive Pastor, and other meetings necessary to lead an effective children's ministry. Collaborate with the church's staff in the creation of new ministries as needed to accomplish the vision and mission of the church.
12. Pre-schedule all activities in their entirety, including post-activity plans. Publish the same to staff, parents, and youth in a timely fashion.
13. Maintain close working relationships with public and private schools of our community and cooperate with organizations like First Priority to make connections with students from our schools, drawing them into church fellowship and a personal relationship with Jesus Christ. Develop and maintain effective relationships with various leaders in the community for purposes of swift outreach programs, especially those leaders of our schools and other children's organizations.
14. Work with Pastoral staff, Staff Parish Relations Committee, and Business Financial Manager to develop an annual budget and manage funds for the fiscal year.
15. Attend church staff meetings with church pastors and meet regularly with children's ministry leaders and volunteers.
16. Work with the youth ministry to enable a smooth transition for students between the children's ministry and the youth ministry and provide assistance to parents in navigating concerns and anxiety as children enter the youth ministry.
17. Perform other ministerial duties and responsibilities assigned by the Executive Pastor.

### **Required Qualifications, Knowledge, Skills, and Abilities**

1. Evidence of a strong relationship with Christ who lives out their faith, affirming the biblical inerrancy of holy scripture. Must have a clear testimony to a justifying and sanctifying relationship with the Lord Jesus Christ. Model a Christ-like lifestyle and a passion to reach the lost for Jesus Christ.

2. Holds a bachelor's degree or higher from an accredited college, seminary, or divinity school.
3. Must integrate, teach, and support Wesleyan/Methodist doctrine and theology within the children's ministry. Prior knowledge and understanding is preferred, however, a candidate may still be considered if he/she is willing to do the necessary work to attain a significant working knowledge and understanding of Wesleyan faith and practice.
4. Demonstrated gifts and calling to children's ministry, love for young people, and a passion for evangelism and outreach, both personally and at the ministry level.
5. A self-motivated leader, capable of casting and imparting vision for ministry, possessing relational skills with children, parents, and staff as well as excellent leadership, administrative, and organizational skills.
6. Must possess strong communication skills and a desire to be active in community outreach.
7. Experience in using relevant technology (including software, apps, and social media) to carry out duties and functions of ministry responsibilities
8. Must have the ability to research the community, utilizing demographics, technology, and social media to reach the unchurched youth of our community.
9. Able to work as a team player, cooperating with church staff and committees.
10. Work with minimal supervision and provide guidance to church leadership in all areas concerning children's ministry.
11. Exhibit a proven ability to teach and nurture children into a deeply enriching faith experience.
12. Able to respond to changing needs throughout the daily and weekly schedule.

**Job Specific:**

Job Type: Full-time, Exempt

Schedule: Approximately 40 hours per week - Wednesdays and Sundays mandatory.

Pay: \$40,000.00 per year, but commensurate with education/experience.

Vacation: 2 Weeks paid vacation after one year of service

Supplemental pay considerations:

- Cell Phone
- Retirement
- Insurance Stipend
- Other

Ability to commute/relocate: Reliably commute or willing to relocate with an employer-provided relocation package.

*Decatur, Alabama is a family-friendly city on the banks of the Tennessee River approximately 20 miles west of Huntsville. Decatur Methodist Church is a new church start with over 100 active families and a growing children's department. Interested applicants should send a cover letter and resume to:*

[thastain@decaturmethodistchurch.com](mailto:thastain@decaturmethodistchurch.com)