

## **Introduction**

The job descriptions for the pastors of Glad Tidings Church are divided into three parts namely:

- **pre-requisite qualifications**
- **common responsibilities shared by pastors and staff**
- **qualifications and responsibilities specific to the position**

The composite job description for each position is not limited to any one part, but contains all three parts.

## **A Pastor at Glad Tidings Church**

- professes Jesus Christ as Saviour and Lord
- is constantly seeking to be filled with the baptism in the Holy Spirit
- is an active credential holder in good standing with The Pentecostal Assemblies of Canada or is working towards being a credential holder with The Pentecostal Assemblies of Canada
- has a servant's heart
- leads an exemplary life
- is a self starter
- is a "team" player
- is able to motivate himself/herself and others
- demonstrates good communication skills (speaking, listening, writing)
- demonstrates the ability to delegate responsibility and authority
- has effective organization and time management skills
- is flexible with time, ministries, and responsibilities
- is friendly and approachable
- demonstrates a positive, cheerful personality
- protects confidentiality when working with others
- is able to deal with conflict openly, honestly and directly

## **Responsibilities Common to All Pastoral Positions at Glad Tidings Church**

- continues to grow in his/her own relationship with Jesus Christ
- spends time in personal prayer and studying the Bible
- participates fully as a member of the pastoral staff of Glad Tidings Church
- encourages and provides opportunity for the church body to seek the infilling of the Holy Spirit
- prays, with the laying on of hands, for the sick
- counsels and gives guidance when and where necessary
- prepares, manages and functions within the limits of the budget for his/her ministry
- ensures that there are adequate supplies, equipment and facilities for the programs
- sets personal goals and objectives annually and discusses them with the person(s) to whom he/she is accountable
- oversees/develops manuals including purpose statement, job descriptions, goals, objectives for each area of his/her ministry
- participates in professional growth opportunities
- support all other staff and leaders by promoting their ministry and programming.

### **Job Description**

- Position:** - Children's Ministry Pastor
- Accountable to:** - Lead Pastor
- Position Summary:** - designs, develops, directs, and evaluates the church ministries for children from birth to age eleven years of age
- Qualifications:**
- has or is working towards being a credential holder with the Pentecostal Assemblies of Canada
  - has or is working towards the appropriate educational qualifications in kids' and family ministry
  - other related education degrees/diplomas would be an asset
  - is willing to submit to a police background check
  - demonstrates an ability to work well with children, parents and volunteers
  - has a deep commitment to children
  - has had previous work related experience e.g. Day Camp, Sunday School teacher and/or assistant, Vacation Bible School and/or assistant etc.
- Responsibilities:**
- is responsible to oversee Christian Education for children up to eleven years of age
  - provides direction, spiritual oversight, vision, strategic development and coaching for children's leaders and volunteers
  - ensures that the focus of all of the programs is the spiritual development of the children, leaders, and volunteers
  - selects, evaluates, creates and monitors the overall curriculum for kids' ministry
  - continues to be aware of current cultural issues as they impact children and families
  - to be missional regarding kids' ministry in various areas of service, etc.
  - to help integrate children into the full life of the congregation
  - arranges fun events and activities for the children
  - ensures classrooms are consistent with safety standards, Plan to Protect standards, cleanliness, and a good learning environment
  - is responsible for the oversight of the resource room
  - recruits, educates and develops junior and adult leaders who have
    - a passion for working with children
  - meets regularly with the leader(s) of each program within his/her area of ministry

- is responsible for ensuring that each individual involved in children's ministry meets personnel standards (e.g. police profile screening)
- assists leaders to set yearly goals and then to evaluate, monitor and change these goals as needed
- oversees the development of a manual for each of his/her ministries (e.g. job descriptions, goals and objects, etc.)
- is responsible for staff evaluations of the leaders and volunteers in the children's ministry
- develops and oversees programs designed to encourage families as primary faith educators of their children
- continues to foster positive relationships within the church and outside the church, e.g. CAS, Sudbury Police, etc.
- works with Student Ministry and Young Adult's Ministry in fostering, planning and executing an ongoing discipleship process
- is responsible to facilitate and supervise summer day camps
- oversee such events such as Fall Kick Off, etc.
- is responsible to oversee and implement Plan to Protect for the congregation as a whole
- oversees the development of children's music, worship and choir
- meets regularly with the Lead Pastor to discuss various aspects of the children's ministries
- annually sets goals for his/her ministry and discusses them with the Lead Pastor
- other duties and responsibilities as requested by the Lead Pastor

**Hours of Work:** - a minimum of forty (40) hours per week  
 - a minimum of two days off per week

**Salary Package:** - will be guided by the salary range set by the Canadian Counsel of Christian Charities (CCCC)  
 - previous ministry experience will be given consideration

**Term of Ministry:** - at least a five (5) year commitment is recommended  
 - to be evaluated at the annual performance review.

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