



POSITION TITLE: CHILDREN'S MINISTRIES PASTOR/DIRECTOR

POSITION SPECIFICATION: SEPTEMBER 2021

Review: Annually

REPORTS TO: ASSOCIATE PASTOR - MINISTRIES



SPIRITUAL QUALIFICATIONS

- Is a devoted follower of Jesus Christ committed to a personal life of holiness and biblical values that exceeds that required of members in PPC's constitution and by-laws, and includes:
 - a) Maintaining a consistent devotional life (practicing the disciplines of prayer and Bible reading)
 - b) Caring for the needs of spouse and children (if applicable)
 - c) Faithfulness in stewardship of time and tithes
 - d) A life without reproach in the community
 - e) Caring for his/her physical and emotional health through appropriate exercise and recreational activity

PERSONAL QUALIFICATIONS

- Knows he/she is ordained of God to a lifestyle in ministry of equipping God's people for works of ministry and considers ministry to be a calling (not a job/profession)
- Has obtained a Bible College/Seminary degree or similar in the related field
- A ministry credential with The Pentecostal Assemblies of Canada (Pastoral Positions) is considered an asset
- Is committed to the doctrines and practices of The Pentecostal Assemblies of Canada as set out in the Statement of Fundamental and Essential Truths
- Demonstrates a Godly love for people and has a passion to reach lost people with the good news of Jesus Christ and to grow them in the faith

ACCOUNTABILITY

- Will provide regular progress reports of ministry activities and objectives to the Lead Pastor
- Will provide financial reporting quarterly for your area of ministry, to the Finance and Lead Pastor
- Will prepare an Annual Report of Ministry activity, as well as a ministry objectives report for presentation to the Annual Congregational Business Meeting
- Will prepare an Annual Department Budget for submission to the Finance Pastor and Lead Pastor for their consideration and inclusion in the Annual Church Budget
- Will be committed to the principles, policies and procedures of PPC

CHILDREN'S PASTOR/DIRECTOR

TASKS AND RESPONSIBILITIES

GENERAL:

- Give oversight and leadership of ministry to children – Nursery (age 0-3); Pre-school (age 4-5); Grades 1-6 (age 6-11)
- Develop an annual ministry plan that integrates the overall vision, mission, and values of PPC for both in person and on-line ministry
- Be present whenever Children's Ministry events are in progress (Sunday AM; Wednesday PM)
- Recruit, train, schedule, and lead teams of volunteers (Sunday AM; Wednesday PM)
- Provide an environment for children which facilitates learning and encourages spiritual growth
- Support and partner with parent(s) in the spiritual formation of their child(ren) by providing discipleship tools and resources
- Ensure that pastoral care is provided for the approximately 150 children that call PPC their home church
- Meet with parents/children as requested and/or when aware of needs

NURSERY (0 – 3 Years)

- Schedule and confirm Nursery volunteers for all Sunday AM services
- Ensure that Nursery area is set up and cleaned up at the end Sunday AM services

PRE-SCHOOL (4-5 Years)

- Schedule and confirm Pre-School volunteers for all Sunday AM services & Wednesday PM Wee College program
- Develop leaders to serve as Pre-School teachers who engage children at their level

GRADES 1 – 6 (6-11 Years)

- Provide leadership and ensure vibrant interactive Sunday AM services & Wednesday PM BGs
- Develop leaders to disciple children in a creative, engaging and relational ways
- Research and select quality children ministry curriculum that will disciple and engage children

CHILDRENS MINISTRIES ADMINISTRATION

- Schedule volunteers for Children's Ministry using Planning Centre
- Prepare & maintain attendance/follow-up records; sign-up sheets; registration forms & records; budgets; agendas; minutes; curriculums; promo material; etc...
- Update and manage the Children's Ministry volunteer list to ensure compliance with Plan to Protect

SPECIAL CHILDREN'S PROGRAMS

- Give oversight to PPC's annual Children's Christmas Production
- Develop and give leadership to Vacation Bible Camps
- Special Children's Events: Ensure that ministry to children is considered for all special church-wide events in consultation with the Associate Pastor – Ministries

ADMINISTRATIVE SUPPORT

- Conduct some administrative functions that aids the Lead Team's role
- Assist with creation of content for social media promotion that are relative, informative, relevant to the needs of the ministry.
- Assist with production of weekly midweek updates by obtaining information from Pastoral and Administrative Staff to be sent out via Mail Chimp on a weekly basis.

OTHER

- Participate in weekly staff meeting and other ministry related meetings (as required)
- Contribute and be a team player for church-wide events
- In addition to the above, the Children's Pastor/Director is expected to participate in the Sunday morning Worship services as needed; and be available for the adherents after the service
- Other duties as required and assigned by the Lead Pastor

Join our Team!

If you are interested in applying for our Children's Ministry Pastor/Director position at Pickering Pentecostal Church, please send your resume to info@ppclife.ca