



Children's Pastor - Role Description

Position Title: Children's Pastor

Location: New Life Church Fremantle

Reports to: Next Generation Pastor

Position Type: 0.4-0.6FTE

Church Vision and Mission:

God's Plan: On Earth as it is in Heaven

Our Vision: Passion for God, Compassion for People

Our Mission: Make Disciple Makers

General Expectations:

- a) Active and growing personal relationship with Jesus Christ, evidenced by action, attitude and behaviour.
- b) Supports the beliefs, vision, and values of New Life Church (NLC).
- c) Demonstrates a lifestyle anchored in prayer and the knowledge of God's word. This would include a minimum participation of 2 hours per week in NLC's Prayer Room.
- d) A team player: part of the Pastoral Team and lead the New Life Kids teams.
- e) A passion for the discipleship of children and young families. To see them grow in their faith together
- f) Understands and is able to engage parents as vital partners in their children's spiritual growth..
- g) Capable of teaching and equipping children in both large group settings and smaller gatherings.
- h) Exhibits a positive work ethic and is a good communicator.
- i) Holds a current Western Australian Working With Children Check (W/WCC).

Key Responsibilities:

1. Lead and Facilitate New Life Kids:

- a) Oversee the children's ministry (New Life Kids) with the aim of making disciple makers. This involves the after school and Sunday morning programs.
- b) Recruit, train, and manage volunteers, including junior leaders (high school students), ensuring role descriptions are clear and appropriate training is provided.
- c) Ensure a safe and engaging environment for children, maintaining appropriate child-to-adult ratios (1 adult:10 children).
- d) Select or create teaching content that aligns with the church's mission and vision.
- e) Develop prayer content for special events like prayer weeks.
- f) Create and distribute weekly run-sheets, ensuring that the entire New Life Kids team is informed and aligned.
- g) Manage the worship team's development within the children's ministry.

2. Administrative Duties:

- a) Communicate regularly with parents through platforms like Mailchimp, ensuring they are informed about the ministry's activities (at least once per term).
- b) Handle all registration processes through Breeze, including maintaining a waitlist.
- c) Respond to all communications (email, phone, in-person) in a timely and professional manner, e.g. within 48 hours.
- d) Manage the children's ministry budget, covering expenses for afternoon tea, consumable resources, teaching content, uniforms, and other necessary items.
- e) Collaborate with the Next Generation Pastor on annual budget requests.

3. Alignment and Development:

- a) Meeting regularly with the Next Generation Pastor to ensure the children's ministry aligns with the mission of the church.

4. Church Involvement:

- a) Maintain regular attendance at New Life Church's Sunday morning services.
- b) Be actively involved in the church community to foster relationships and spiritual growth within the congregation.

5. Education, Skills, Abilities, Spiritual Gifts:

- a) Experience in leading children's ministry or a similar role within a church or Christian organization.
- b) Proven leadership, organizational, and communication skills.
- c) Proficient in basic administrative tasks and able to use tools like BreezeCHMS and Mailchimp.
- d) A Bible college certification is desirable (diploma, degree etc.)
- e) Experience in recruiting, motivating, equipping and scheduling volunteer leaders.
- f) Experience in designing and developing appropriate children ministry programs.
- g) Effective communication skills (written, verbal and interpersonal).
- h) Proven ability to understand and relate to children and their families and a passion to see families grow in their faith together.