



Job Spec – Grace Kids Childrens Pastor, Riverside Campus

Overall Responsibility: To pastor, administrate and co-ordinate the children’s ministry at a campus ages 1 – Grade 6

Direct Report: Grace Kids Director and Campus Pastor

Job Profile:

- Recruit, manage, pastor, mentor, equip, develop and train volunteers so that they can make Sunday “Meaningful and Memorable!”
- Engage, get to know, communicate with, pastor and journey with Children and Families at their Campus, helping them on their Adventure of Following Jesus.

Key Performance Areas (KPA's)

1. Personal Relationship with God:

Develop your closeness with God, your character, and your calling.

You can do this through:

- Attending Grace services
- Joining a small group
- Listening to sermons and messages outside of Grace Family Church.
- Listening to Podcasts related to your ministry and your faith
- Reading Christian and Christian Leadership books
- Intentionally carve out time to spend time in God’s word and pray and dream for yourself and your ministry
- Making sure you take days off including your Fridays and Saturdays to rest and regain energy.

2. Volunteerism:

Recruiting

Work with and be involved in the ENGAGE process as well as if needed work with the Grace Kids team implement intentional recruitment campaigns throughout the year and continue to research new and innovative methods to recruit.

Training

Along with Grace Kids team, work on and roll out intentional training for equipping volunteers in different ways of serving throughout the year.

Developing

Intentionally seek ways to build relationship and community with volunteers through one on one meetings and team meetings

Evaluate

Continually evaluate how your vision is being achieved through your team.

Communicate & Administrate

Preparing and updating rosters via planning centre, communicating duties to the teams, sending out notes for Sunday, and creating environments that build authentic relationships and community.

3. Baby Dedications:

Continually seek ways to help parents connect well with the baby dedication process so it does not become just a tick the box activity. Meet with parents before dedication dates taking them through the Grace Baby Dedication process and then help facilitate the dedications on the day.

4. Grace Kids Admin:

Volunteer Communication

Communicate timeously with volunteers in terms of rosters and serving on Sunday, and any other meetings and get togethers. As well as weekly encouragement, inspiration, vision casting using whatsapp and email.

New Family Communication

When new families arrive on Sunday you hand them a welcome brochure with our welcome gift and explain the registration process and where their children will go and advise that if they want to come back on a regular basis they can then fill in the parent info card. With completed info cards, add the primary parent to the new family workflow and welcome families to Grace following the steps in the workflow.

Partnering with Parents

Get to know a few parents each week then, call 2 – 3 parents a week, checking in with them.. How are you doing? How is your child doing? And how are we doing? How can we help? This helps big church feel small and builds relationship currency. Communicate with parents on social media groups, sharing Grace Kids posts etc.

Group Activities

Assist Grace Kids Administrator with ideas for activities, preparation of and execution of activities etc

Planning Centre Online

This is our church database you will use it for the following:

- Keeping it updated
- Using it to track kids, wish kids on their birthdays,
- Run at least 2 reports a year to connect with kids who have missed church in a while.
- Use it to schedule your team members
- Add parents to new family workflow and follow through
- Add parents to baby dedication workflow and follow through
- Add volunteers to new recruit workflow and follow through
- Add volunteers over 18 to the sexual offenders screening workflow

Facilities

- Continue to be creative and create environments where kids discover Jesus and grow in their relationship with him, have fun and feel loved, cared for and included. This means working on the physical environment i.e. stage decor and story area set up as well as room atmosphere.
- Facilitate orders and purchasing of equipment, supplies and material needed for Grace Kids Environments. This includes: Monitoring and Managing the Grace Kids budget. Maintain equipment in Grace Kids facilities (including Mother's and Family rooms and Playground)
- Ensure the teams have everything they need to effectively serve the children. Ensuring all rooms are clean, sterilised and tidy at all times. Regularly discarding and replacing broken or used toys, stationery, furniture etc. Co-ordinating routine maintenance and refurbishment of all facilities.

Meetings

Attending Pastoral, Staff, One on One and Grace Kids Team meetings as required.

5. Sunday Prep and Sundays

Prepare and coordinate teaching aids for all departments needed for Sunday: This includes: Curriculum, Opening and Closing Small Group material, Worship, Props for dramas, video clips, slides and other visual aids when necessary.

Passionately engage with children, parents and volunteers so they feel welcome, cared for and included. Be available to inspire, encourage and serve the volunteers so they are able to focus fully on the children in their care.

Registrations

To be present at registrations on Sunday not only to assist but more importantly to meet and greet parents and kids to help them feel welcome, loved and cared for

Teaching

To continually identify volunteers who are good "teachers" train them up to lead the message as well as get into at least 2 services per month to teach the material yourself as a way to model to volunteers as well as evaluate the curriculum.

Worship

Work alongside volunteers in training them up to lead worship as well as always looking for new and relevant worship material.

Small Groups

Encourage the important culture of small groups time – emphasising the vision and importance of it and helping team become great small group leaders, assist with small group time when needed and when new volunteers start so that they can see what this time entails otherwise ideally pair them with an existing small group leader.

Fun Days/Holiday Clubs

Make yourself available to be involved with and organize the combined Holiday Club and assist with and lead Fun Days for our Grace Kids to grow deeper in their relationship with God.

6. Team

All campus pastors are encouraged to work together to create synergy, leading their teams with passion, joy and excellence that honours God and inspires people, so that the hour on Sunday is meaningful and memorable for the children and those who have been called to serve them.

Grace Kids Vision:

At Grace Kids we want to partner with parents to help their children discover and develop a meaningful and authentic relationship with Jesus, so that they will grow up confident and unafraid, knowing who they are and whose they are, believing they were created on purpose for a purpose.

Grace Kids Values:

- Christ-Centered - We seek God's guidance and wisdom in our lives, our ministry and our decisions
- Child Targeted - We examine our teaching and activities through the eyes of a 21st century child to ensure that they are relevant and age appropriate
- Safe - To create an environment where children feel physically, emotionally and spiritually safe
- Fun - To make Grace Kids a place where kids want to come and invite their friends to
- Life changing - Teaching scripture in a way that kids can both understand and apply it to their lives so that it changes the way they think, speak and act.
- Creative Teaching - Through using creative storytelling, worship and small groups, we teach the Bible so that kids engage in it, rather than endure it.
- Relationship Building – We prioritise building authentic relationships with kids because we believe that every child needs at least 5 other positive adult / faith influences in their life besides their parents for them to grow up secure in who and whose they are and to carry their faith into adulthood.

This means we:

- *Love, Inspire and empower* the children – we don't babysit and entertain them
- *Engage with the kids to build authentic relationships* with them so that every child would feel known, loved, cared for and included
- Do everything we can to *make the hour on Sunday meaningful and memorable for every child*
- Do everything we can to *be a role model*
- Do everything we can to *be the person in a child's life we hoped we had in ours.*