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**CHILDREN'S MINISTRY DIRECTOR/PASTOR**  
**REFUGE CHURCH – WILLMAR, MN**  
**JOB DESCRIPTION – Full-time, Salaried Position**

**REFUGE CHURCH'S MISSION**

To be and make disciples of Jesus Christ.

**FOCUS**

To provide vision, leadership, coordination, and oversight for all facets of Refuge Children's Ministry (Birth – 5<sup>th</sup> Grade) in alignment with the mission, core values and philosophy of Refuge Church.

**QUALIFICATIONS**

- A commitment to the ministry of Jesus Christ through a lifestyle that is characterized by prayer, reading God's Word, love for others, integrity, and support for co-laborers
- Agreement with Refuge Statement of Faith (<https://www.refugewillmar.org/what-we-believe>)
- Formal Christian education training and/or significant ministry experience, with a passion for children's ministry
- Ability to recruit, train, mentor, and encourage volunteers
- Ability to communicate and build relationships with volunteers, children, and their parents
- Genuine concern for the spiritual development, safety, and outreach potential of the children and ministry of children's programs
- Membership at Refuge Church or willing to become a member

**MINISTRY SUMMARY**

- Engage, nurture, and encourage children, families, and volunteers on their faith journey
- Evaluate the quality and content of Children's Ministry curriculum, teaching and worship experiences at least annually
- Coordinate the recruiting, scheduling, training, screening (including background checks), supervision and recognition of Children's Ministry volunteers
- Implement and maintain safety and security policies within ministry areas to protect participants
- Work closely with Communications Coordinator to provide publicity, welcome new families, and communicate event schedules
- Be involved in staff meetings to maintain consistency and continuity with other ministry areas of the church (creating calendars, scheduling events, volunteers, etc.)
- Review, select, and circulate appropriate curriculum for the various Refuge Children's Ministries as approved by the Christian Education Board
- Maintain detailed reports and records for Children's Ministry, including budgets, administrative tasks, vision casting, and goal setting

- Keep regularly posted church office hours coordinated with Pastoral Staff
- Participate in continuing education opportunities in order to stay current with skills in leading Children's Ministry

#### **CURRENT CHILDREN'S MINISTRY AREAS**

- CONNECT hour classes (Sunday School hour)
- Children's Church (Sunday morning children's worship: 4 years old – 2<sup>nd</sup> grade)
- JAM (Wednesday evening – Jesus and Me: K – 5<sup>th</sup> grade)
- Christmas Program (Preschool – 5<sup>th</sup> grade)
- Vacation Bible School (one full week in the summer, Preschool – 5<sup>th</sup> grade)
- Special events

#### **REPORTING RELATIONSHIP**

- This position reports to the Connections Pastor
- A performance evaluation will be conducted after the first six months on the job and annually thereafter

#### **OVERSIGHT**

- The First Steps Coordinator (Birth – 3 years old) reports to this position

#### **DESIRED ATTRIBUTES / PERSONAL QUALITIES**

- Personal faith journey that strives to live as an authentic follower of Christ
- Self-starter, hard worker, strong interpersonal skills
- Leadership, encouragement, and organization skills

#### **INSTRUCTIONS FOR APPLYING**

If you are interested in the Children's Ministry role at Refuge Church, and you feel you meet the qualifications for the role, you are invited to submit the following information for consideration:

1. Resume
2. Previous results of any personal assessments you have taken within the past three years (i.e. StrengthFinder, DiSC, Myers-Briggs, Enneagram, etc.)
3. Cover letter

**Submit these items to the Refuge Church Search Committee at [careers@refugewillmar.org](mailto:careers@refugewillmar.org)**

### OVERVIEW:

Refuge Church ([refugewillmar.org](http://refugewillmar.org)) is excited to call an energized and relational full-time Children's Minister to join them in their work as they strive to make more and more disciples of Jesus Christ in the west central part of Minnesota.



### THE BIG IDEA:

Refuge Church is bursting with potential! The primary demographic of the church is young families. There is a healthy staff and the church is in a very stable financial position. The children's ministry has doubled in size over the last few years. The Wednesday night programs average 60+ kids (K-5th). Refuge is well regarded in the community as having a fantastic kids ministry. There is much to be excited about at Refuge Church, but the Elder Board and staff recognize that the landscape of the culture is changing and the tried-and-true methods of children's ministry from previous generations may not be as effective in the 2020s. There is a strong legacy of fruitful ministry to build from, but the church needs to set their sights on the upcoming years on intentionally bringing Christ to the kids in the community. This is a big undertaking to lead, but the right candidate will be energized by this.



### THE CHURCH:

AFFILIATION: Converge

ATTENDANCE: 350

ABOUT: This stable congregation has roots stretching back to 1875, serving the community around them for nearly 150 years. Affiliated with the Converge movement of churches, Refuge aligns with the mission of Converge to "start and strengthen churches together around the world." The purpose of Refuge Church is simply **to be and make disciples of Jesus Christ through offering the community around a place of retreat, renewal and encouraging them to respond to the Gospel**. The church changed their name and branding in 2016 to align more with their future vision. The church desires to embody its name and to be a place where anyone can come home and find hope in Jesus Christ.



### THE CANDIDATE:

The ideal candidate for Refuge Church will be a servant leader who is passionate about reaching people with the Good News of Jesus Christ. Modeling an authentic faith and a love for Jesus, this leader will know how to cast a compelling vision, draw people into greater participation, and move the ministry forward into a new season. Refuge desires a Children's Minister who is willing to go all out to make sure that children know the unbelievable love of Jesus Christ. A minister who will bring a strategic pathway of discipleship to the ministry for both kids and parents. The right candidate will see the resource and potential that awaits at Refuge and will be energized by the opportunity to join a church with a solid foundation. With an ability to assess and measure, this new minister will collaboratively work with others to identify goals and objectives that will maximize efforts and take the ministry to the next level.



### THE LOCATION:

The city of Willmar is a growing hub in Kandiyohi County in west central Minnesota, where the lakes begin. While the sign on the edge of Willmar may declare that there are approximately 20,000 residents of the city, Willmar serves a far larger population than that. Willmar acts as a regional hub for many surrounding communities in the areas of commerce and healthcare. As such, the options in both of those areas far exceed many communities that size. Shopping, restaurants and healthcare options are plentiful in this regional hub. With 39 lakes within a 25-minute drive of the church, along with countless parks and trails, Willmar is brimming with opportunities for families and those who love to be outdoors!



### THE QUALIFICATIONS:

Must be a born-again Christian, committed to maturing in one's walk with Jesus Christ, devoted to Scripture, and in alignment with Refuge Church's values and beliefs. An applicable degree or relevant experience strongly preferred; A clear passion for evangelism and reaching people with the Gospel of Jesus Christ; ministry experience is a plus; experience supervising, equipping and empowering volunteers; Highly relational and approachable; Spiritually mature and emotionally intelligent and stable; Exceptional communication and organizational skills.

NEXT STEPS: If you are interested in the Children's Ministry role at Refuge Church, and you feel you meet the qualifications for the role, you are invited to submit your (1) Resume, (2) Cover letter, and (3) previous results of any personal assessments you have taken within the past three years (I.e. StrengthFinder, DiSC, Myers-Briggs, Enneagram, etc.)

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