

Ministry Role Description

Children's Pastor or Children's Ministries Director

Ministry Department: Children's Ministry

Reports to: Lead Pastor

Status: Paid Part-Time

Summary: The Children's Pastor or Children's Ministries Director will work closely with our Lead Pastor to cultivate children's ministry services and teams that provide our families with excellent care and intentional ministry. Fostering dynamic worship, teaching, and programming for children (birth to 5th grade). The Children's Pastor or Children's Ministries Director is a leader who will inspire our church to equip and strengthen the next generation of the church. To enjoy your role and be wildly successful as a Children's Pastor or Children's Leader, it helps if you...

- Love God with reckless abandon
- Worship God privately day to day – living a “lifestyle of worship”
- Understand that you are not being asked to “babysit” or “entertain”
- Have previous experience working in Children's Ministry
- Have formal theology training or biblical teaching experience
- Understand the importance of doing things with excellence
- Communicate clearly and easily with people
- Are flexible, fun, and have a good sense of humor
- Remain open to constructive feedback and coaching
- Value safety and caution and prioritizes it when planning activities for children
- Desire to lead a fun and dynamic team that uplifts one another
- Understand the principal of being the Leader of the ‘Heart of our church’
- Understand the importance of dealing gently and graciously with others

Spiritual Gifts: Teaching, Leadership, Serving others

Heart: Minister to God by glorifying Him with ministry, passion for children and families, passion for Jesus

Abilities: Curriculum planning, speaking and teaching, comfortable being in front of people, able to lead teams

Personality: Humility, strong character & integrity, punctual, works well with children

Experience: Children's Ministry experience required, experience training and scheduling teams required

Requirements:

- +21 years of age
- The ideal candidate will have 5+ years of experience leading Children's ministry in a medium to large church environment
- Must have a passion for Children's Ministry and feel that God has called them to this specifically
- Church Member (of if external, willingness to become a member)
- Sundays and Life Group Participation Required
- Agreement to remain humble, approachable, and teachable
- Degree in ministry, theology, or related field a plus

Additional Requirements if applying for Children's Pastor:

- A valid ministry credential with Open Bible Churches, or similar reputable credentialing organization. Ordination is not required.
- A heart for the spiritual formation of those in the congregation and the Children's ministry.

Qualifications:

- A strong, vibrant relationship with Jesus Christ with a clear testimony of faith
- Committed to holiness and modeling a faith and maturity that others can follow
- Live a biblically centered life
- Strong moral integrity and values with a commitment to moral purity and who understands what it means to 'avoid even the appearance of evil'
- Financial integrity
- Commitment to a healthy and growing marriage (if applicable)
- The ability to manage and balance family with work and ministry life
- A person who discipled their children to know God and love him (if applicable)
- A person who clearly has gifting in connecting to and encouraging children
- Demonstrated excellence as a Children's Pastor or Children's Ministries Director
- For Children's Pastors: A demonstrated ability to shepherd and disciple people under their care
- Ability to positively influence others and leads by example, not position
- Commitment to the [mission, vision, and values](#) of Lifehouse Community Church
- Experience in a multi-staff, multi-service environment preferred
- A track record of recruiting, training and retaining a volunteer staff preferred
- A passion to help and equip families to build loving and Christ honoring homes
- Ability to grow and mentor volunteers and ministry team members to achieve excellence in Children's Ministry.
- Knowledgeable in how technology can be used in services, including: sound, lighting, computers, and video projection
- Ability to lead and work without direct supervision
- With passion and excitement, lead Lifehouse Community Church (especially it's children and parents) into its next phase of growth and depth in discipleship

Responsibilities:

- Lead and promote a strong ministry that provides teaching and care for children
- Create and maintain a friendly, Jesus focused atmosphere that fosters strong relationships
- Plan the ministry provided to babies, toddlers, and kids during all corporate worship services, prayer services, and special events in consultation with the Lead Pastor and do so with prayer, conceptual forethought, theological accuracy, and age appropriateness
- Curriculum selection and planning for weekly services
- Ensure that all the ministry rooms are safe, fun, and age appropriate environments
- Scheduling and coordination of all children's ministry team members
- Schedule and lead trainings for the children's ministry teams
- Oversee the recruiting and training of those who serve babies, toddlers, and kids
- Investing in the lives of team members and taking interest in their daily lives in addition to their spiritual well-being
- Provide oversight and support to those serving babies, toddlers, and children
- Under direction of the Lead Pastor, develop departmental goals, objectives, and metrics
- With support of the Lead pastor, create and manage a children's ministry budget
- Evaluate and make recommendations for: equipment, resources, outreach, and events

- Ensure regular maintenance on all children's ministry oriented tools and equipment
- Planning and managing the children's ministry calendar including special recruiting, training, conference, and team-building activities
- Communicate regularly and effectively with the Lead Pastor and team members
- Support and coordinate fun activities and seasonal events for families
- Enthusiastically support the church, leadership, and team
- Be punctual

Additional:

- Serves weekly – time allocation may vary week to week; approx. 5-15 hrs
- Tithes regularly
- Attends bi-weekly one-on-ones with Lead Pastor
- Attends bi-monthly all staff meetings
- Attends bi-annually scheduled planning retreats / sessions
- Actively pursue continuing-education through the study of various materials, and/or attending conferences/workshops that would strengthen themselves or the ministry

Orientation Process: 'Level 5' clearance process, review of Children's Ministry Team Handbook, Attend Sunday morning team huddles

Working Environment:

What can be expected when working as a member of the Lifehouse ministry team?

- A team approach to ministry – where everyone on the team is respected and encouraged for the contribution they bring to the team
- A relationship with the ministry team that is engaging, professional and fun; usually accomplished through regularly scheduled staff meetings and get-togethers
- Needed rest time away from the rigors of ministry
- A bi-annual evaluation of your ministry tasks and goals with the Lead Pastor; individual raises in salary are based on these evaluations
- An open door with the Lead Pastor and other ministry team members to encourage, give advice, or talk through situations that may come up during the week
- A dedicated personal working space
- Freedom to manage your own work schedule
- Interest and accountability in your personal growth and development

Compensation Package:

Starting, this is a part-time bi-vocational position (*moving incrementally towards full-time as the church grows*) with limited benefits including paid time-off, flexible schedule, pension benefits, conditional annual bonus plan, continuing education opportunities, paid approved conference and retreat expenses.

Please note: Applicants must have a primary source of income outside of the church at this time. Salary may be commensurate with experience.

About this Opening:

This role will assume primary children's ministry leadership responsibilities from a dedicated and talented children's ministries director who has led and served fantastically over the past 11+ years. The current children's ministry team is composed of about 30 volunteers who serve in various capacities .

The people of Lifehouse have enjoyed a passionate, contemporary, consistent, and fun atmosphere for their children to learn and grow. Creativity is welcomed here!

About the Church:

Lifehouse Community Church is a 14 year-old, thriving, growing, multi-ethnic, and multi-generational church located in Urbandale, Iowa with attendees and visitors coming from every corner of the Greater Des Moines Metro Area. Our mission is to bring hope and new life to all who would receive it. Towards the end of 2018, Lifehouse moved into a fully renovated 24,000 sq. ft. facility located on a main artery through the city. This space includes generous segmented spaces to conduct ministry to kids of all ages. Our new location not only positions us for continued growth, but also expands our capacity and opportunity to serve and minister to people. For more information about Lifehouse, visit www.lifehousedsm.org.

Application Process:

If you are interested in joining the Lifehouse ministry team, here are the next steps:

1. First, be willing to submit to and participate in the following:
 - A full and exhaustive background check
 - A ministry gifts analysis and DISC assessment
 - A formal interview process including an onsite visit
 - A couples interview and/or marriage assessment if married

2. Prepare a résumé including the following information:
 - A video introducing yourself, your family if applicable, expressing your motivations and goals for applying, a short explanation of your experience, your heart for children and parents, and your vision for your ministry or calling. Videos should be ~20 minutes long or less.
 - Work history – ministry and secular
 - Three personal and two professional references
 - Photograph (family photo if applicable)

3. Submit your résumé to:

Lifehouse Community Church
4095 Northwest Urbandale Drive
Urbandale, IA 50322

OR electronically to:
together@lifehousedsm.org