

Job Description

Date: 5/5/2025
Position Title: Elementary Kids Pastor/Director
Department: ThisGen
Supervisor: ThisGen Leader
Position Status: ☒ Permanent ☐ Temporary
Classification: ☒ Full Time ☐ Part Time
Hours/Week: 45+
Work Schedule: ☒ M ☒ T ☒ W ☒ TH ☐ F ☒ SA ☒ SU

The Pastor/Director of Elementary Kid's Ministry plays a vital role in advancing the church's mission: *to be followers of Jesus who go and make disciples through the power of the Holy Spirit*. This leader will be responsible for fostering spiritual growth, cultivating a sense of community, and meeting the care needs of children in Grade 1 to Grade 5. They will inspire others to abide in Jesus, be transformed by Him, and live on mission with Him.

This Director will work closely with other staff and volunteer leaders to create a welcoming and vibrant church community where kids are encouraged to grow in their faith through intentional, strategic programs that foster discipleship and spiritual growth. Overseeing a discipleship pathway that will engage and equip kids to become passionate followers of Jesus, cultivating practices that are appropriate for kids and necessary to grow as disciples who make disciples, and to live on mission in impactful ways.

As a staff member, the Director will prioritize their relationship with God so that they are abiding in Jesus, becoming more like Him and living on mission with Him. The Director will show up in the ways defined in the Team Covenant.

Annual ministry plans will outline the current initiatives, goals and metrics that will engage, equip and activate kids in the congregation to take their next step. These ministry plans will be submitted annually, goals measured, and ministries evaluated 2-3 times a year, including an annual review. This job description and the annual ministry plans are used to outline responsibilities for staff members.

Key Responsibilities:

% of Time

Or # Hours: Responsibility:

30%	Ministry Program Development <ul style="list-style-type: none"> Develop and lead Christ-centered, relational, and fun programs on weekends and potentially midweek for elementary kids. Curriculum Oversight: Select, prepare, and distribute biblical, age-appropriate curriculum for nursery, preschool, and elementary groups. Oversee discipleship pathway to establish a solid foundation for spiritual formation identifying milestones for elementary kids that align with the ThisGen continuum.
20%	Leadership Development <ul style="list-style-type: none"> Recruit, train, and support a strong volunteer team (teachers, small group leaders, worship, and check-in teams). Train and equip volunteers to use gifts to love kids and adhere to safety policies.
20%	Connection and Care <ul style="list-style-type: none"> Provide pastoral care to kids, families, and leaders through prayer, personal visits, and encouragement.

	<ul style="list-style-type: none"> • Create a welcoming environment for kids with a culture of invitation for their friends. • Encourage Parent Engagement and send referrals to Preschool Kid's Director as they provide resources and communication to equip parents in discipling their children. • Support parents in discipling their children and encouraging them to take next steps with God.
10%	Outreach <ul style="list-style-type: none"> • Foster an evangelistic culture, encouraging kids to share Jesus and invite others. • Encourage families to actively engage in local and global missions, providing opportunities for volunteerism and service. Attend Outreach events and serve alongside of families.
10%	Administration <ul style="list-style-type: none"> • Manage ministry calendar and budgets, regular communication, and attendance systems. • Create systems to track visitors and follow up with missing kids.
10%	Vision and Leadership <ul style="list-style-type: none"> • Develop and implement a clear vision for Kids Ministry aligned with the church's mission.

ONGOING EXPECTATIONS

- Model Christlike living through personal spiritual growth, prayer, and study of God's Word.
- Participate in PCC staff and department meetings, and community events.
- Contribute to weekend services and special church events as needed.
- Support PCC's mission and values through a lifestyle of worship, community, and service.
- Serve at PCC Holiday Events and Special Events (e.g. Easter, Christmas, Serve Day, etc.)

Staff or Volunteers Supervised:

Kid's Ministry Volunteer Teams

Position Requirements:

Skills/Competencies:

<ul style="list-style-type: none"> • Managing Vision and Purpose • Developing Strategic Plans • Strong organizational and leadership abilities • Developing Direct Reports: staff or lay leaders • Compassionate, empathetic, and a good listener • Conflict Management • Strong communication and interpersonal skills, with the ability to connect with people from diverse backgrounds and life stages • Live out an "ideal team player" approach to team & ministry 	<ul style="list-style-type: none"> • Motivating Others • Composure • Dealing with ambiguity • Listening • A Bachelor's degree in Theology, Ministry, or a related field preferred • Possess skills for leadership, teaching, volunteer coordination, organization and familiarity with computer-based systems • Proficiency in administrative tasks, including event planning, budgeting, and volunteer management
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Prior Experience:

Work experience in a larger congregation with a working knowledge of how to minister to kids in an effective way using the Bible as the key resource while leading and equipping volunteers and lay leadership.

Education:

- ☐ High School
☐ Some College or Associate's Degree
☒ College Degree
☒ Specialized Certification (list) Children's & Family Ministry

For more information or to apply contact Charlene Williams at pastorsearchteam@plymouthcovenant.org