

## **Tomball Bible Church Children's Pastor/Dir. Job Description**

### **General Overview:**

The purpose of Tomball Bible Church is to glorify Christ by making mature disciples to reach the nations. The fulltime Children's Pastor/Dir.\* at Tomball Bible Church will be responsible to lead in that mission in the context of our ministry to children (infant through 6<sup>th</sup> grade) and their parents.

The Children's Ministry's weekly schedule consists of Sunday morning large group teaching, worship, activities, and classroom breakouts along with the general oversight of TBC's Awana team and ministry (currently on Wed evenings). In addition to the weekly schedule, the Children's Ministry provides special events for children and families throughout the calendar year for the purpose of outreach, equipping, and/or meaningful shared experiences. The Children's Pastor/Dir. will be responsible to develop and lead a team of volunteer ministry leaders to ensure that the children and parents of Tomball Bible Church are effectively disciplined.

The Children's Pastor/Dir. has three primary roles:

- 1) **Provide oversight and leadership to the Children's Ministry.** This means effective leadership of the various activities and teams within the Children's Ministry. This leadership includes working with the leaders, parents, volunteers, and children to continue and build upon effective disciple-making efforts with children and families.
- 2) **Provide resources and coaching to parents.** The Children's Pastor/Dir. Pastor must be able to provide insight and resources to equip parents to effectively lead their families through the difficulties of modern culture. The Children's Pastor/Dir. is an important cultural interpreter and resource to the parents of Tomball Bible Church.
- 3) **Serve as a Pastor/Disciple-maker.** All ministry staff are disciple-makers and are expected to engage in the mission of the Church to glorify Jesus Christ by making mature disciples to reach the nations. Elder-qualified men who serve as pastors are expected to provide care, teaching, and spiritual leadership to the church body as a whole.

\*At TBC, the title of pastor is given to Elder-qualified men who fulfill teaching and pastoral responsibilities within their respective ministry as well as to the church body as a whole. The title of Director is given to women as well as men (not yet affirmed to be Elder-qualified) with the focus to serve and lead in their respective ministry area(s).

### **Reporting Relationships:**

The Children's Pastor/Dir. will report directly to the Senior Pastor and will be indirectly accountable to the Elder Board. This role will coordinate with and support the other staff and volunteer leaders to ensure that the ministry effectively accomplishes its goals.

This role will recruit, train, encourage, supervise and shepherd leaders, teachers, and workers for all aspects of Children's Ministry. This often involves evening contacts with team members. (Current management responsibility for part-time Ministry Assistant, part-time Nursery Coordinator\* and these volunteer leaders: Sunday morning Children's Ministry leaders, and the Awana Commander). Note: The nursery is currently coordinated by the Children's Ministry Assistant.

**Key Job Skills:**

The Children's Pastor/Dir. should possess the following traits:

- 1) **Effective disciple-maker.** All of our Pastors and Ministry Directors are expected to be effective disciple-makers, with a track record of personal discipleship, building into the lives of others. He/she must be an effective spiritual leader, helping others learn to know God, live together in community and lead others to do the same.
- 2) **Gifted Leader:** We desire a Children's Pastor/Dir. who can effectively recruit and develop ministry teams. The Children's Ministry at Tomball Bible Church requires a number of committed volunteer leaders, and the Pastor/Dir. must be effective in inspiring and leading other leaders.
- 3) **Project Management:** This role requires the ability to manage multiple projects at a time in a fluid environment. These projects would include ongoing ministry activities and special events requiring effective management of teams and financial resources.
- 4) **Effective Communication:** The Children's Pastor/Dir. must be able to communicate the Bible effectively with an understanding of childhood development. Providing clear communication with parents and leaders regarding scheduling, encouragements, and the overall direction of the ministry is essential.
- 5) **Experience:** The ideal candidate would have between 3 and 5 years of experience on staff in a related role.

**Preferred Qualifications:**

- 1) **Demonstrated passion for children and families:** The successful candidate should have a joyful heart for children and families and a strong desire to develop meaningful relationships with them.
- 2) **Demonstrated commitment to disciple making:** The successful candidate should have a documented history of effective spiritual leadership in the lives of others.
- 3) **Experience leading children's ministries:** The successful candidate should have experience leading in a ministry environment with children and families demonstrating a joyful heart for children, effective teaching, recruiting and training volunteers, and creating a safe ministry environment for children.
- 4) **Formal training:** A bachelor's degree in Child Development or Christian Education—is desirable but may be waived in lieu of extensive experience leading children's ministry (not youth) comparable to TBC's size and scope.