



## **Position Description – Pastoral Position – Children and Families Ministry: 20hrs**

<b>Position:</b>	Pastoral Position (Children and Families Ministry)
<b>Location:</b>	Palmerston North Central Baptist Church 190 Church Street, Palmerston North 4412
<b>Purpose of Position:</b>	To provide pastoral leadership and oversight of the Children and Families Ministries, nurturing faith formation in children in partnership with parents/caregivers and the wider church community.
<b>Reports to:</b>	Senior Pastor
<b>Responsible for:</b>	<b>Whom:</b> Children from birth to, and including, intermediate age.  <b>What:</b> Children and Families activities and programmes, including but not limited to: Crèche (0-3yrs) Ngā Kākano (3-4yrs) CB Kids (Years 1-8) Intermediates (Year 7-8) (Sunday programme and Soar)
<b>Major Goals:</b>	To help children begin to learn about and develop commitment to Christ in partnership with parents and caregivers. To create a dynamic and engaging environment for children and their families that is fun, meaningful, and cultivates a sense of belonging, deep relationships, and a Christ-centred community.
<b>Authorities:</b>	Appoint volunteers, leaders and team leaders in areas of responsibility. May approve expenditure on behalf of the church for the advancement of the Children and Families Ministries within the provisions of the approved budget.

## Key Ministry Result Areas

### ● Vision and Planning:

- Having regard to the vision and goals of PNCBC, develop and implement strategic plans for
  - the Children's Ministries
  - the Intermediates Ministries, and
  - Ministries related to Families
- Set quarterly & longer-term ministry goals.
- Develop and maintain children's ministry policies for children's growth and wellbeing.

### ● Leadership and Training

For the teams within the Children and Families ministries:

- Provide oversight, training, and pastoral care for all ministry leaders (including Mainly Music and Mainly Babies).
- Develop a team atmosphere fostering open communication and partnership.
- Schedule regular meetings to foster a team environment and to communicate the priorities of the ministry.

### ● Discipleship and Teaching

- Plan and oversee curriculum for each of our children's programmes in partnership with the ministry teams.
- Create environments and programmes for each age group that will contribute towards the major goals.
- Encouraging hearts for mission through connection with our mission partners and through prayer.

### ● Pastoral Care

- Meet with parents to address any pastoral needs or concerns pertaining to their children.
- Facilitate pastoral care and support to the pastoral needs of the family unit, when necessary, e.g. families with the arrival of new babies.
- Coordinate the Prayer Pals programme, connecting participating children with prayer partners and facilitating quarterly meetings for all involved.

### ● Integration and Welcoming

- Implement and foster a welcoming atmosphere that embraces new families into our children's programmes and wider church.
- Ensure that there is an effective transition for intermediate children into youth programmes, in collaboration with the Youth Pastor.
- Ensure all cultures are welcomed, embraced, catered for, and assisted with transitioning into the wider church.

### ● Communication with Parents and Wider Church

- Develop communication systems to keep parents and caregivers informed

- of activities, policies and ministry direction.
- Regularly update the wider church on the activities of the children's ministry to encourage and allow for prayer.

- **Reporting**

- Prepare a brief written report for the AGM.
- Meet monthly with the Senior Pastor on the status of the Children and Families Ministry and progress of Ministry Goals.
- Report to the elders and church meeting when required.

## Team Development

- Attend weekly staff meetings.
- Monthly meetings with the Senior Pastor and yearly reviews.
- Have the attitude of a team player.
- Assist in general church activities.

## Personal Development:

- Continue to develop and grow their personal relationship with Christ.
- Meet quarterly with the External Supervisor/Spiritual Director for continuation of accountability and sustainability within the Children and Families Ministry and personal role.
- Develop a personal organisation and time management system to maintain outcomes.
- Pursue relevant continuing education to advance the Children and Families Ministry.
- Participate in national and regional Children and Families networking meetings.
- Participate in other national and regional Baptist gatherings, where possible.

## Role Specification:

Specific skills, knowledge and attributes required for this position are:

- An absolute commitment to Christ and His church.
- A dependency on prayer and obedience to the leading of the Holy Spirit.
- Strong commitment to ensuring the vision of the church is evident in the goals and plans for children and families.
- A commitment to personal spiritual growth and a desire to display the attributes of Christ.
- A passion for investing in children, their broader wellbeing and personal development.
- A passion to see children and families evangelised and disciplined into becoming committed followers of Christ.

- Previous experience in relating to children and working with children.
- Experience in inspiring, motivating, training, empowering and developing volunteers.
- Willingness to become a member of the church.
- A willingness and heart to communicate and cooperate with the leadership and co-workers within the church.
- A desire to understand what an intercultural church is and a commitment to strive for that in our Central Baptist community.
- Sound knowledge of the Baptist ethos in a New Zealand setting.
- An appreciation of Te Ao Māori and commitment to the recognition of Te Tiriti o Waitangi.