

Lake Washington United Methodist Church
7525 132nd Ave. NE, Kirkland, WA 98033
(425) 885-3311 www.lwumc.com

Job Description for Children and Family Ministries Pastor

General description: The Pastor for Children and Family Ministries will provide dynamic leadership, direction and supervision for the outreach, fellowship, faith formation, mission and worship for children up to and including fifth grade and their families in order to grow this program and extend the reach of Christ's love in the world.

Essential Functions:

- Provide the vision and leadership for a comprehensive system of Christian discipleship for children (infant – 5th grade) cultivating a life of personal and social holiness.
- Recruit, train and empower unpaid leaders who will participate in and provide a network of support and programming for children and families within and beyond the congregation.
- Oversee internal and external communication and promotion of children and family outreach, education, service and worship opportunities.
- Coordinate with Lead Pastor and attend all program staff meetings to maintain a program that is in keeping with the overall mission and vision of the church.
- Provide the vision, leadership and supervision for children up through 5th grade and their families in the following ways:
 - Regular weekly opportunities for Christian fellowship, faith formation, mission and worship;
 - Special events intentionally designed for invitational evangelism;
 - Activities and small groups to incorporate new children and families into the diverse LUWMC community.

Other Responsibilities:

- Promote the church's mission and vision and develop new ways to extend our reach.
- Interface and create ministry partnerships with other groups, committees, paid and unpaid leaders within and beyond the church.
- Insure that information in the church database is accurately maintained and used for outreach, pastoral care, retention and follow-up, as appropriate to children and family ministries.
- Coordinate and communicate regularly with other staff and leaders to manage and maintain all paperwork (Washington State Patrol background checks, Parent Permission Slips, Driver Forms, etc.), certification, safety concerns, calendaring, and program coordination.
- Interface with Pacific Northwest (PNW) Conference Office to stay abreast of activities, programs and direction.
- Plan and manage budget for children and family ministries.

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Core Competencies:

- *Christ-centered*: gives their best to serve others; exhibits humility, compassion and forgiveness; models Christian discipleship through the regular practice of spiritual disciplines.
- *Entrepreneurial*: thrives in a creative outside the box environment; is not afraid to learn from failure and adapt to new models; has successfully taken a vision from design to implementation.
- *Servant Leadership*: generates enthusiasm in others; celebrates others' success; delegates routine and important tasks, decisions, responsibilities and accountability; maintains strict confidentiality.
- *Communicator*: excellent written and verbal skills; adept in the use of social media tools; responds to communications in a timely fashion.
- *Responsible and self-motivated*: Able to organize and manage the work load and schedule; has a proven record of being punctual and prepared.

Abilities required

- Ability to communicate verbally and in writing
- Ability to lift or move equipment/materials weighing up to 30 pounds, with or without accommodation.
- Ability to work with or near cleaning and other house hold or cleaning chemicals of varying degrees.
- Ability to work for extended periods at computer workstation, standing, etc.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.