

**Pullen Memorial Baptist Church
Minister with Children and their Families**

Function: To coordinate, supervise and minister to all aspects of church life that involve children, from birth to fifth grade, and their families furthering their spiritual formation through educational programs, worship experiences, social and outreach activities, pastoral care and support services.

Full Time Equivalent (FTE): .80 (80%)

Duties and Responsibilities:

Plans and develops, in conjunction with the Children's Committee, education programs for Pullen children to be offered Sunday mornings, Wednesday evenings and at other appropriate times.

Recruits, trains, organize and support enough volunteers to adequately staff the children's programs.

Represents children in the planning of churchwide programs and advocates for their inclusion when needed.

Arranges for special services and activities which enhance the educational program and ministries with children and their families.

Manages the program budget so as to provide adequate supplies for children's activities. This includes ordering, organizing and distributing supplies as needed.

Assumes, in coordination with the Senior and Associate pastors, pastoral care of children and families during times of special needs, such as births, transitions, and crises.

Maintains program records as requested.

Recruits, screens, hires and supervise the children's program staff, Children's Inclusion Specialist and Children's Caregiver.

Performs other duties as assigned by the Associate Pastor.

Relationships: Is supervised by the Associate Pastor
Supervises: Children's Inclusion Specialist and Children's Caregiver
Works cooperatively with: Children's Committee, Inclusion Committee,
Education Council, and all other staff

Qualifications: Graduation with a Bachelors Degree, three years of experience working with both preschool and school-age children, and excellent organizational and communication skills; or an equivalent combination of education and experience. Prefer theological training and behavior management training and/or experience with children.

