

MINISTER WITH CHILDREN AND THEIR FAMILIES

Pullen Memorial Baptist Church

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 Christian and spiritual formation through educational programs, worship experiences, social and outreach activities, pastoral care and support services.

Duties and Responsibilities:

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

Recruits, trains, organizes, and supports volunteers to staff the children's programs.

Represents children in the planning of church-wide 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, including ordering, organizing and distributing supplies as needed.

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

Maintains programs records as requested.

Recruits, screens, hires, and supervises the Children's Caregiver and Inclusion Specialist (as necessary).

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. May be designated by pastor to serve as staff member on councils, committees and as liaison to coordinators. Staff member shall not have a vote on councils and committees. Works cooperatively with all other staff and volunteers.

Qualifications: Graduation with a Bachelor's Degree, three years of experience working with both pre-school 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.

Selection: The search committee shall be composed of five to ten members with at least one member from the Education Council, one member from the Personnel Committee and one parent or guardian to represent the children. The Associate Pastor shall be a member ex officio, without vote.

July 22, 2011 (revised)
August 2016 (revised)
November 17, 2020 (reformatted; added "Christian and" to 2nd sentence to Function; added language to Relationships & Selection fr Bylaws amended 3/17/19)