

## **Job Description: Minister of Children, Evangelism and Outreach**

**General Description:** The Minister of Children, Evangelism and Outreach is responsible for planning, promoting, implementing and evaluating a balanced ministry for two main areas: children from infant through sixth grade and church wide evangelism/outreach. To insure harmony and focus of all church ministries, this position will partner with other staff and volunteer lay ministry leaders.

**Working Relationships:** The Minister of Children, Evangelism and Outreach is a member of the pastoral staff. This position will be directly supervised by the Pastor. This position is accountable to the Pastor, the Personnel Committee, and ultimately the Church.

### **Ministry Duties:**

#### **A. Pastoral Oversight of Children's Ministries**

- Ensure that the programs and curricula are developed and conducted in a manner that compliments the overall church vision and meshes well with current Youth program(s).
- Plan and implement training programs that will effectively develop leaders in children's educational ministries.
- Develop and implement policies for the safety and security of children.
- Plan, promote, and implement annual or other special events for children like VBS, summer camp, fellowships, etc.
- Work with the Preschool Council, Children's Council, and other committees to effectively staff teaching positions, nursery workers, and any other church wide events where child care/teaching is required.
- Regularly evaluate the effectiveness of any program, event, training, policy, or teaching materials currently being used to minister to children.

#### **B. Pastoral Oversight of Church Wide Evangelism and Outreach Ministries**

- Plan, promote, and implement both church wide and ministry specific evangelism and outreach programs.
- Plan and implement discipleship training programs that will effectively allow church members to spread the gospel and make disciples.
- Plan, promote, and implement annual or other special events with the assistance of the Missions Committee that will allow the church body to reach out and meet needs in the community. This would also include associational or other convention promoted events.
- Participate in pastoral visitation responsibilities.
- Regularly evaluate the effectiveness of any program, event, training, or teaching materials currently being used to evangelize and reach the community.

**General Duties:**

- Attend regular staff meetings.
- Participate in worship leadership as required.
- Perform daily administrative tasks as required.
- Provide basic counseling for church members as requested.
- Attend all church wide functions and participate in Sunday and Wednesday programs of worship and education.
- Perform other duties as assigned by the pastor.