

Children's Pastor/Ministry Coordinator

Full-time position available



Children's Pastor

Purpose of Position

Evangelism and Discipleship - To ignite, in children, the desire for a genuine relationship with Jesus Christ and to equip parents in developing a biblical world-view in their children.

Lifestyle Expectations:

- Profess faith in Jesus Christ
- Live a lifestyle worth emulating and maintain personal spiritual development through prayer, Bible study, training resources, etc.
- Actively involved in the disciple-making process with others
- Must not be in conflict with another believer and be respected within the overall church and local community

Personal Qualifications:

- Committed Christ-follower who feels a call by God to full-time ministry
- Love and passion for children and families to know Christ
- Strong organizational and leadership skills
- Highly motivated and good at prioritizing projects with minimal oversight
- Ability to build and lead volunteer teams
- Must fully embrace the doctrine of the United Brethren In Christ denomination and the mission and vision of The Well

Responsibilities:

- Plan and oversee all programming and ministry for children ages birth - 5th grade, including Sunday mornings, weeknight, summer programming and special events, Baby Dedications, VBS, etc.
- Prepare biblical-based curriculum and create age appropriate environments, activities, and programming that best suits spiritual growth
- Recruit, train, schedule, and lead teams of volunteers
- Provide care for children and families within the church including hospital visits and follow-up
- Equip parents to be facilitators in the spiritual formation of their children
- Ensure a comprehensive Check-In/Check-Out procedure that gives parents security and confidence in their child's safety
- Effectively manage financial resources within the ministry's budget
- Communicate on a consistent basis with parents and volunteers

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Ministry Coordinator

General Roles and Description

- Church cheerleader, encourager, and organizer
- Facilitate communication between Sr. Pastor, staff, leaders and attendees via all forms of communication
- Consider new ways to help leaders and attendees grow closer to Christ

Specific Responsibilities:

- Manage church calendar by keeping an up to date digital working copy
- Correspond with lay people about building use and implement systems with which to process building usage
- Take the lead on events, funerals, fundraisers, meal trains, and church events as necessary
- Design and print weekly bulletin
- Keep ears/eyes open for pertinent information that needs to be shared with attendees
- Daily social media postings via all mainstream social media outlets (Facebook, Instagram, Twitter)
- Manage church email communication and other timely information
- Edit church website as necessary by making sure all pages and info are current
- Implement organizational systems to track visitors and connect with them efficiently.
- Create better and more effective systems at The Well

Preferred Skills and Gifts:

- Organized and systematic
- Creative thinker
- Eye for design
- Current with technology, social media and simple graphic design
- Shepherding (leading, loving, caring)
- Skilled writer
- Comfortable with public speaking

Job Qualifications:

- Experience in leading a children's ministry (or similar related experience)
- BA or BS degree in ministry or related field (desired not required)
- Meets Biblical qualifications for pastoral leadership

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Salary and Benefits:

In the past and currently, these two positions have been filled with very part-time employees and/or volunteers. We anticipate the Children's Pastor responsibilities will average about 25-30 hours per week and the Ministry Coordinator responsibilities 10+ hours per week. This combination allows us to offer one full-time position with a flexible schedule and work environment.

The salary range begins at 32K and is dependent on years of ministry experience and education. This position also offers Samaritan Ministry Healthcare.

A recent laptop Mac computer and cell phone (or cell allowance) is provided.

Expenses for training events, seminars, or conferences can be arranged with the Sr. Pastor and approved by the Leadership team along with mileage reimbursement.

After 1 year of service, assistance for continuing education will be considered.

If interested, please forward your resume or any questions to Molly at office@thewell.church.