

First Baptist Church
909 SW 11th Avenue – Portland, Oregon 97205
fbc-portland.org

**JOB DESCRIPTION FOR:
Pastor of Children (.25 FTE)**

Introductory Statement

The Pastor of Children is a key member of the staff team at First Baptist Church (FBC), Portland, who works closely with the Pastor to provide ministry and care to teens and their families. The primary responsibility of the Pastor of Children will be to provide leadership for the Children Group ministry. Our congregation reflects the cultural and socioeconomic diversity of Downtown Portland and the surrounding metropolitan area, and we are passionate about serving our neighborhood and addressing the spiritual needs of the children and families in our community. As such, First Baptist is uniquely poised to address exciting opportunities for mission that can have a significant positive impact on the city of Portland.

The Staff of First Baptist Church engages in mutual prayer and personal respect; has a commitment to be open to God's will; and encourages the growth of Christ's Kingdom on Earth through the Ministries of First Baptist Church of Portland, Oregon.

Time Commitment

- Sundays: 9:30am – 12:30pm (3 hours)
- Special events: Varies (2 hours average)
- Prep time: Varies (4 hours average)
- Communication/Meetings: Varies (1 hour average)
- Total Weekly Commitment: 10 hours per week

Provisions

- Competitive salary, based on level of experience
- Salary increases will be considered as part of an annual performance review.
- A mentoring arrangement with pastoral staff who have real-life children's ministry experience
- A team of supportive volunteers committed to children's ministry in Downtown Portland
- An opportunity to grow vocationally and personally in a unique ministry setting
- An office space for prep time and meetings
- Free Downtown parking in the FBC parking lot

Vacation

- Paid vacation time is two weeks per calendar year.
- All paid and non-paid time off must be approved and scheduled with the Pastor, or, in the Pastor's absence, the Executive Committee.

Continuing Education

- After 12 months of employment, one week paid annual leave will be granted each calendar year for the purpose of attending a continuing education event in the area of children's ministry.

- Selection and timing of the event must be approved by the Pastor, or, in the absence of the Pastor, the Executive Committee.

Reporting Relationship

- This position reports to the Pastor.
- This position supervises the Nursery Coordinator.

Character Qualities

1. Personal behavior, when representing First Baptist Church as an employee, that will not bring reproach or embarrassment to the church, its members or staff.
2. A team worker, sensitive to other staff and volunteers, treating all with cordiality and respect.
3. A collaborative attitude, able to work with different types of people in a sometimes high-pressure environment.
4. Must submit to a background check.
5. Must fully support the mission statement and ministry goals of First Baptist Church.

Required Personal and Professional Qualities

- Commitment to Jesus Christ as Savior and Lord, demonstrating maturity as a person and as a Christian in personal conduct and in relationship with others. Called of God for Christian ministry with a commitment and a capability of working within a pastoral team
- Ability to sustain meaningful relationships, to give leadership in enlisting and organizing people in ministry, engendering lay ownership of program
- A loving heart for God's people with compassion for children and families
- Must be able to relate well to children and families
- Ordination by an American Baptist Church in keeping with ABC/USA ordination standards, or ABC recognition of ordination, or in process of ordination, or licensed by the local church within one year of call.
- Membership at First Baptist Church of Portland.
- Is currently enrolled in or has completed a program at an accredited seminary, university, or Bible college in children's ministry, biblical studies, education, early childhood development, etc.

Preferred Qualifications

- Has experience working or volunteering in a local church setting
- Has experience working in children's ministry or in an elementary or early childhood education setting

Specific Job Duties

- Be a Christian example in conduct and speech.
- Pray for and provide spiritual support to children's ministry adult volunteer team.
- Pray for the students who attend children's ministry activities.
- Develop weekly Bible lessons for children's ministry meetings that are relevant to children, in accordance with direction provided by the pastors and leaders of FBC.
- Participate in the leadership of ABCCPC regional youth retreats, camps, and conferences.

- Arrive early to the church prior to events, in order to prepare the space for welcoming volunteers and students.
- Provide on-site leadership and support for all children’s ministry activities, especially “Children’s Church” and occasional children’s events.
- Work with the Apprenticeship Team to supervise children’s Sunday School classes and Nursery ministry.
- Plan and administer an annual “Vacation Bible School” type of summer program for children.
- Work with the Pastor of Youth to promote winter and summer camp programs.
- Work with volunteer staff to maintain a healthy, respectful learning environment during children’s ministry activities.
- Work with volunteer staff to manage student disciplinary issues as they arise in accordance with the “Children’s Ministry Covenant.”
- Supervise games/activities as required.
- Coordinate cleanup after children’s ministry meetings and events.
- Develop appropriate relationships and communication channels with families, using text, Facebook, email, and other media.
- When necessary, report any issues, such as those involving possible abuse, that may require extra follow-up, to the Pastor and to the designated authorities.
- Work as a team player with FBC staff and leaders to ensure the children’s ministry advances the overall mission of FBC.
- Ensure that the “2-adult rule” is strictly observed at all times in the context of working with students.
- Meet regularly with the pastoral staff for the purpose of mentoring and accountability.
- Work closely with staff of FBC to ensure information about upcoming events is advertised in a timely fashion.

Signed:

Employee

Date

Employee

Date