**Children’s Pastor**

**Job Description**

* Serve as a visionary and spiritual leader for the Garden team. Guide the team in developing big picture goals for the ministry and then lead them to those goals.
* Serve as the primary person in charge of the 175-200 kids that enter the Garden on a weekly basis. Guide Garden staff in assuring that these kids experience a safe, organized, God-centered environment each Sunday.
* Serve as the primary leader in recruiting volunteers for Sunday mornings. Manage strategy and organization of volunteer recruitment, training, and appreciation. Over 175 volunteers are needed during the school year under the current Invest 9 system. In addition, over 200 summer volunteers are needed.
* Plan and lead Volunteer Training twice a year to equip small group leaders and communicate policies and expectations. Intentionally cast vision to inspire volunteers to invest in the lives of the kids in the Garden.
* Facilitate and monitor process of obtaining background checks on all Garden volunteers (over 300 volunteers yearly). Keep Area Leaders accountable in administering Background Checks and keeping them current.
* Manage a Welcome/First Time Guest Table in the Garden. This includes managing, reminding, and training weekly volunteers/greeters to greet guests each Sunday and present a good first impression of the Garden.
* Create and maintain a current “Welcome Packet” for new families to the Garden. This should include information about the curriculum/vision, safety procedure, the Garden staff and the different ministries that they lead.
* Support and lead the Childcare Director in maintaining a healthy childcare process for events (NOHP, Woman’s Bible Study, Couples Dinner, etc.). Serve as a problem solver and support system for Childcare Director as childcare issues arise.
* Provide leadership in creating/selecting a curriculum for Nursery-5th grade that reflects the vision of Riverstone.
* Organize, manage, and provide spiritual leadership in Ignite, the Garden’s Worship Service for ages K through 5th grade. This includes recruiting/managing a worship band, teaching lessons, leading skits/activities, etc.
* Build unity among the Garden team members through staff development and bonding events
* Assure that each Garden team member gets to attend church every 4-6 weeks. This includes recruiting substitutes to cover the classroom while Area Leaders attend church.
* Conduct monthly one-on-one meetings with each of the Garden staff members to shepherd them spiritually and professionally
* Plan agendas and lead bi-weekly Garden staff meetings.
* Be available through email, phone, and face-to face meetings with parents that have general questions or concerns about the Garden. Be available on Sunday mornings to greet parents and kids as well as answer questions about the overall children’s ministry.
* Spearhead the hiring process of Area Leaders in the Garden when/if turn-over in staff occurs. This includes recruiting, interviewing, and orientating new Garden Staff Members.
* Communicate and monitor budgets to Garden Area Leaders. Assure that all receipts are turned in correctly and promptly.
* Monitor number of vacation days taken my Garden team and assure that the Garden runs smoothly when Garden Team members are on vacation.
* Maintain the Garden calendar of events (Vacation Bible School, Daddy Daughter Dance, Mother Son Night, Easter Egg Hunt, Fall Festival, Christmas Activities, Etc., Friendship Sunday Event, Summer Programming)
	+ Reserve the date/facility on church calendar
	+ Promote the event to Garden families
	+ Divide responsibilities for events among Garden Staff
	+ Work alongside the Garden staff in planning and leading the events
* Give leadership and direction for content of weekly newsletter (Riverstone Weekly) and other forms of necessary communication for Garden families.
* Develop a plan to assure than all children are safe in the Garden. This includes maintaining a secure check-in procedure, writing policies, communicating policies to workers, and monitoring to be sure the procedures are being followed.
* Develop and maintain an Emergency Plan for fire, tornado, and other emergencies. Routinely communicate these plans to Garden staff members and volunteers.
* Oversee general organization of the Garden facilities and area. This includes sound systems, media equipment, and aesthetic look of Garden areas in hall ways/check-in areas.

**Hours/Classification:**

40 hours per week/20 hours in the office

Exempt; salaried