



Children's Pastor and Ministry Assistant Job Description

BACKGROUND OF FIVE CORNERS PENTECOSTAL CHURCH:

Five Corners Church is located in Salmon Arm, BC, a community of around 17,000 people on one of the arms of the Shuswap Lake. Centrally located on the Trans Canada Highway, halfway between Calgary and Vancouver, it has become one of the most popular recreational destinations in BC.

Five Corners Church began reaching Salmon Arm for Christ in 1933 and is still committed to this mission. The average Sunday morning church attendance is 80 people. In June 2017, Five Corners underwent a pastoral transition which resulted in hiring a new Lead Pastor, David Nadon. The staff and board are excited about moving forward into a new season of outreach and growth to revitalize the church. Five Corners staff is comprised of a Lead Pastor, a part time Assistant Pastor, and soon a Children's Pastor.

As a pastoral staff, and as a leadership team, we want to model Christ and his Christian mission in our daily lives. We want to grow in our friendship with God and in our service to him as we reach out to the lost whom Jesus died to reach. Therefore, in all that we do at Five Corners, we want to assist all people of all ages and all backgrounds to grow through discipleship and share God's good news through evangelism.

THE VISION OF FIVE CORNERS INCLUDES NEXT GENERATION MINISTRIES:

Children and youth are the life and vitality of families, and the same is true of churches. To lead a child or teen to salvation, is to potentially save a life. Young people are teachable, full of faith and highly responsive to spiritual things, therefore the church **MUST** reach them. A natural by-product of reaching young people is reaching their families. For these reasons, ***The vision of Five Corners includes a high-energy, spiritually-vibrant Children's ministry.***

The Children's Pastor will oversee the children's ministries at Five Corners including:

- Planning and implementing a **creative** strategy and specific events to significantly impact children and families in the community.
- Providing opportunities for outreach and training volunteers to: be in the community, introduce people to Jesus, and to fulfill the purpose of Matthew 28:19
- Organizing and leading **high-energy, life-impacting** Sunday school.
- Maintaining the Vision of Sunday School that we will have **high participation, be spiritually challenging** and **encouraging growth** in faith in Jesus and it will be **well-organized** and **executed with excellence** in a **controlled and safe environment**.
- Ongoing **individual and ministry team development and ministry opportunities and/or missions trips** for young people.

The mandate for our Children's Pastor is to raise the quality of ministry and the quantity of connecting points throughout Salmon Arm with both church and unchurched young people.

The Position also includes operations within the church office including:

- Acting as the church office receptionist: directing phone calls, appointments, and guests through the church, as well as praying with people as needed.
- Updating the Church Events Calendar and keeping records of the administrative forms related to all events.
- Keeping ministerial staff and pertinent others informed of crises or ministry opportunities within the congregation and community.
- Maintaining church files in cooperation with the Board and Lead Pastor.
- Preparing, editing, and producing church publications including the church bulletin, webpage, and social media.
- Assisting the Church Treasurer and Board with church reports and accountability.

The position often serves as a first contact to those who are sick or in distress. They might be called upon to pray for those experiencing grief, to support those participating in facility rentals, or to be a general contact to those outside the church community.

OUR IDEAL CHILDREN'S PASTOR WILL:

- Love God, his/her spouse/family, and then his/her ministry.
- Love both churched and unchurched young people and their families.
- Be trained and experienced in the area of Children's ministry, yet be ever teachable and hungry to learn and grow.
- Be organized and capable of leading multiple teams, programs and tasks.
- Be mature, confident and secure in his/her self, ministry calling, and leadership competencies.
- Be highly motivated, well-organized, and capable of leading a compelling ministry that attracts both churched and unchurched young people.
- Be a team player on the pastoral team, thoughtfully and constructively contributing to the fulfillment of the overall church mission.
- Be able to connect God into ordinary everyday life situations to creatively present the gospel.
- Be an individual who is creative and confident and able to inspire people to action.
- Have good time management skills and follow through so that good ideas become a reality.
- Focus on the young people and not just programs when envisioning the future.
- Engage the world of children and their families, building friendships with and caring for them both in and outside the church and church programs.
- Be approachable to parents and communicate often with them (i.e. calendars, etc).
- Work well with the youth ministry to ensure smooth and successful transitions take place.
- Attend occasional Board of Deacons meetings when invited by the Lead Pastor.
- Attend all Sunday services and major church events and play an active part in church family life.
- Create and administer a departmental budget.
- Work and lead collegially with other staff members and with his/her leadership teams.
- Attract and retain spiritually solid and socially mature teams of leaders.
- Provide personal encouragement, resources (ideas and tools), and training necessary to help his/her leaders and leadership teams to do the best job possible.
- Preach on Sundays as agreed upon between Lead Pastor and Children's Pastor.
- Be confident using basic graphic arts computer programs

TERMS OF CONTRACT:

- **The position of Children's Pastor is fulltime (30% Assistant/70% Children).**
- **The term of contract is for five years**, with at least one formal **annual performance review** conducted by the Lead Pastor.
- **The contract cannot be broken without four weeks written notice.** If broken within the first year, all moving expenses will need to be reimbursed to the church.
- The Children's Pastor is **under the direct oversight of the Lead Pastor.**
- The Children's Pastor is **expected to have or be seeking credentials with the PAOC.**
- The Children's Pastor is to adopt and enforce **"Plan to Protect" safety policies.**

PACKAGE:

Salary (per annum): approx. \$40,000 (before all taxes and deductions).

Benefits:

- Medical benefits through the PAOC.
- Pension benefits through the PAOC or other secure funding agency.
- * The church will match pension contributions as per the PAOC Pension Fund conditions:
 - Years 1-2: 2.5% minimum from each of the employer and employee
 - Years 3-4: 4% minimum
 - Year 5+: 5% minimum
 - Maximum contributions: 8.33%
 - No increases can be made after the age of 55

Days Off:

- Minimum of one weekday off per week, plus Saturdays when ministry events are not planned.

Sick Days:

- One day per month for legitimate sicknesses.
- * Unused sick days cannot be carried over from year to year.

Holidays:

- According to the PAOC Policies:
 - Less than 5 years of fulltime ministry = 3 weeks
 - After 5 years of service = 4 weeks
 - After 20 years of service = 5 weeks
- One additional Personal Sunday (Weekend) per year.
- * All holidays must be approved by the Lead Pastor before booking.
- * All holidays must be used up within the year of the anniversary date of hiring.

Ministry Time:

- Up to two weeks (two weekends) paid ministry time for outside church ministry (i.e. speaking engagements)
- * Unused ministry time cannot be carried over from year to year.

Conferences:

- Transportation, food, lodging and registration fees are provided for the annual BC & Yukon District (PAOC) District Conference and/or Conference on the Ministry.
- When finances are available, and upon the approval of the Lead Pastor and Board of Deacons, one annual ministry-related conference for professional development will be provided for.