



Position Title: 4 th & 5 th Grade Associate Pastor		Reports To: Pastor of 4 th & 5 th Grade	
Position Status/Scope: Exempt Full-time/40 hours per week including Sundays & special events as needed		Department: Eastview Kids	
		Date: December 1, 2018	
Ministry Vision:			
A Fearless Church of Christ Followers whose Ridiculous Love and Dangerous Witness are IRRESISTIBLE			
Ministry Responsibilities:			
Work with the Pastor of 4 th and 5 th Grade Ministry to plan, facilitate and develop Sunday programs and special events; Oversee and develop adult and student teams; run social media account.			
Key Duties:			
	Description		% Time
	Vision and Strategic Development. Craft, cast, and carry the vision and strategy for 4 th & 5 th grade ministry through small group experience and events. Attend and participate in monthly Eastview Kids staff meetings, weekly All Staff Prayer, Quarterly All staff lunches and retreats. Collaborate with communications team to effectively communicate and promote the 4 th and 5 th grade ministry through social media and other online platforms.		10%
	Leadership Development. Collaborate with ministry staff to lead and develop volunteer teams to staff all events (Camp 45, SuperStart, FLIGHT, Boys Nite/Girls Nite, Imagine KidZone, Family Outreach Events). Recruit, lead, and develop small group leader team for Sunday small group experience. Assess the quality of leaders and equip them through coaching, feedback, and training opportunities. Encourage and show appreciation for small group leaders and team leaders. Implement and assess small group curriculum. Disciple and shepherd children serving in the foundry. Continue learning new ministry ideas, resources, methods in children ministry through reading, conferences, other ministry leaders, seminars, and workshops.		30%
	Ministry Support Responsibilities. Collaborate with staff to coordinate and implement special events for the department. Drive communication plan working with admin and communications department. Recruit and train volunteers for events. Work with director of Special Needs Ministry to include children who need additional supports and resources.		10%
	Administrative Responsibilities. Organize, schedule, and communicate with the small group leaders, team leaders, and substitutes. Collaborate with ministry staff for visitor assimilation and incentive program. Purchase, track and maintain small group resources and supplies.		30%
	Sunday Programming Responsibilities. Collaborate with Pastor of 4 th and 5 th Grade Ministry to plan and implement small group programming for Sunday services and events using Orange curriculum and Eastview's family ministry strategy.		20%



Supervisory Responsibility: None at this time

Required Core Competencies

Written Communication

Writes clearly and succinctly in variety of communication settings.

Action Oriented

Enjoys working hard, full of energy for challenges, seizes opportunities.

Approachability

Easy to approach and talk to, puts others at ease, pleasant and gracious.

Priority Setting

Spends time on what's important, eliminates roadblocks.

Learning on the Fly

Experiments and tries new solutions, enjoys challenge of unfamiliar task.

Time Management

Uses time effectively, concentrates efforts on important priorities.

PREFERRED QUALIFICATIONS

Minimum relevant experience: Multi-tasking, dealing with sensitive and confidential matters, leadership experience.

Education: High School Diploma. Bachelor's degree preferred.

Ideal Knowledge Areas: Children's Ministry, Pre-teen Ministry, Elementary Education

Reviewed by:

Date:

Approved by:

Date:

Date Revised: December 3, 2018