ASSOCIATE PASTOR OF 4TH & 5TH GRADES

Position Scope: Full-Time, Sunday - Thursday
Position Status: Exempt
Salary Range: $43,680 - $49,920
Reports to: Pastor of 4th & 5th Grades
Department: Eastview Kids

EASTVIEW VISION

Loving, life-giving people bringing hope and healing in Jesus.

POSITION SUMMARY

The **Associate Pastor of 4th & 5th Grades** works with the Pastor of 4th & 5th Grades to plan, facilitate, and develop Sunday programs and special events; recruit, oversee, and develop large group programming team, and incorporate large group curriculum using Brite curriculum.

ESSENTIAL DUTIES

- Craft, cast, and carry the vision and strategy for the 4th and 5th grade large group experience, including preparing, implementing, and evaluating the Brite curriculum
- Lead the Sunday Programming Team (hosts, worship leaders, communicators, tech, serve team); recruit volunteers and assess hosts, communicators, and worship volunteers through coaching, feedback, appreciation, and training
- Plan, implement, and assess large group curriculum and worship selections, including teaching the lesson with other communicators and writing and adapting scripts
- Ensure positive, engaging, and safe experiences for regular attenders and guests
- Drive the communication plan with the ministry coordinator and communication team
- Oversee the incentive program and pre-service activities
- Disciple and shepherd children serving in the ministry
- Collaborate with ministry staff on visitor assimilation
- Continue learning new children's ministry ideas, resources, and methods through reading, conferences, other leaders, seminars, and workshops
- Attend monthly Eastview Kids staff meetings, weekly all-staff prayer, and quarterly lunches and retreats
- Collaborate with the communications team to promote the ministry on social media and other online platforms
- Other duties as assigned

SUPERVISORY RESPONSIBILITY

Large group hosts, adult and student volunteers, event volunteers

REQUIRED CORE COMPETENCIES

- **Functional/Technical Skills** – knowledge and skills to do job at high level of accomplishment
- **Time Management** – values time, uses effectively, concentrates efforts on important priorities
- **Action Oriented** – enjoys working hard, full of energy for challenges, seizes opportunities
- **Conflict Management** – steps up to conflicts, reads situations quickly, good at focused listening
- **Emotional Intelligence** – self-awareness, motivation, self-regulation, relates well to all kinds of people, builds appropriate rapport
- **Motivating Others** – creates climate in which people want to do their best, gets the best out of people

REQUIRED QUALIFICATIONS

- Demonstrates leadership skills
- Experience in children's ministry, pre-teen ministry, and/or elementary education
- Strong multi-tasking and time management skills
- Holds sensitive and confidential matters well
- Exceptional interpersonal, verbal, and written communication skills
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams, Publisher) and Adobe products
- Attend or become a regular attender of Eastview Christian Church

PREFERRED QUALIFICATIONS

- Bachelor's degree in related field

PHYSICAL DEMANDS

Stand:	O	Hearing/Listening	C
Sit:	C	Carry/lift 0-10 lbs	F
Walk:	O	Carry/lift 11-20 lbs	O
Run:	N	Carry/lift 21-50 lbs	N
Reach Outward:	C	Carry/lift 51 - 100 lbs	N
Reach Above Shoulder:	O	Carry/lift 100+ lbs	N
Climb (stairs/ladders):	O	Push/Pull 0-12 lbs	O
Crawl:	N	Push/Pull 13-25 lbs	N
Stoop, kneel, or crouch:	O	Push/Pull 26-40lbs	N
Bend:	F	Push/Pull 41-100 lbs	N
Talk:	C		

N (Not Applicable) Activity is not applicable to this occupation.
O (Occasionally) occupation requires this activity up to 33% of the time (0 – 2.5+ hrs/day)
F (Frequently) occupation requires this activity from 33% - 66% of the time (2.5 – 5.5+ hrs/day)
C (Constantly) occupation requires t his activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT

90% working indoors in a moderate noisy atmosphere and environmentally controlled conditions with expected long hours in front of a computer screen. 10% working indoors and outdoors in noisy atmosphere with 4th and 5th grader activities. Sedentary physical activity performing non-strenuous daily activities of an administrative nature. Manual dexterity sufficient to reach/handle items and work with the fingers. Overtime requirements as needed for special projects.

BENEFITS

- Paid Time Off: holidays, vacation, sick, personal, and service days (camp or mission trip sponsored by Eastview)
- Discounts in Café 19 and Health Club
- 403(b) Retirement Plan
- Maternity and Paternity Leave
- Staff Milestone Program
- Tuition Assistance Program
- Group Health Insurance with an HSA and paired with an HRA
- Dental and Vision Insurance
- Flexible Spending Account and Dependent Care Account options
- Term Life and AD&D – Church provides $50,000 coverage on the staff member
- Long Term Disability