



New Hope Methodist Church (NHMC) Children's Pastor

Department: New Hope Children's Ministry

Reports to: Lead Pastor

Hours per week: 15

Overview:

New Hope is a community that welcomes people from all walks of life, regardless of where they are in their spiritual journey. We are a community of followers of Jesus, committed to living by faith, loving others and being voices of hope in our world.

Role:

The Children's Pastor will provide creative and caring leadership to all aspects of the children's program with integrity and excellence.

This is a part time position based on 15 hours per week with a remuneration of \$18 to \$20 per hour, based on experience.

Requirements:

- Exemplify the leadership qualities listed in 1 Timothy 3:1-7, Titus 1:7-9 and Galatians 5:22-23
- Be fully aligned with the message, mission, and ministry strategy of NHMC.
- Spiritual maturity to support the growth of a vibrant children's ministry.
- Possess excellent organizational and relational skills with a track record of developing volunteer leaders and teams.
- Experience in professional teaching, camping ministry, or volunteer coordination is preferred.
- Possess strong computer skills in MS Word, Excel, and familiarity with Google Apps and social media.

Application requirements:

- Cover letter and resume - submit to nhmc337@gmail.com
- References: two letters of reference required if interview is granted. One pastoral and one personal reference.
- Both letters must be from references that have known you for at least two years.
- Only qualified candidates will be contacted.

Primary Responsibilities:

- Manage all aspects of curriculum organization, distribution and implementation including: scheduling and coordinating, troubleshooting technical aspects, evaluating learning outcomes and engagement, as well as teacher training and support.
- Successful volunteer management through intentional recruitment, training, communications and scheduling; provide care, support and coaching to NHMC volunteers as needed.
- Maintain an inviting, well-organized and properly stocked environment.
- Provide leadership and support for the team on Sunday mornings and give direct leadership to children's church program.
- Full adherence to our Plan to Protect policy, maintaining the NHMC volunteer roster including up-to-date tracking of required applications, vulnerable sector checks, and training requirements
- Inject creativity into all aspects of the ministry, opening up opportunities for child and leader gifts to shine.
- Get to know and understand each NHMC family and open communications pathways for learning and engagement beyond Sunday mornings.
- Attend staff meetings with Pastor Terry (weekly).
- Report to the NHMC Board (quarterly).
- Work with the Treasurer to develop and adhere to the annual NHMC budget.
- Other duties as required (e.g., involvement with special events/celebrations including Easter, NHMC Fall Fair, Christmas, Fall Ministry Kickoff).

Time Allocation:

Priorities based on an average work time of approximately 15 hours per week:

| | |
|---|---------------|
| Sunday mornings/Prep | 45% - 7 hours |
| Meetings (staff, one-on-one, onboarding) | 15% - 2 hours |
| Administration, email, phone calls, social media posts and planning | 40% - 6 hours |

Hour allocation is strictly an approximation and should be used as a guide for time managements rather than the letter of the law. Some weeks will involve more hours while others will prove to be lighter.