



## **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. The person in this position will be accountable to the Lead Pastor.

This is a part time position based on 15 hours per week.

### **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](mailto: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.