



Ministry Role Description

Children's and Family Ministry Director or Pastor

Ministry Department: Emerging Families (K - 5th grades)

Reports to: Lead Pastor

Status: Part-Time Salaried Position

Summary: The Children's and Family Ministry Director or Pastor is responsible to lead, oversee, and develop all aspects of ministry to children and their parents including; volunteers, programming, curriculum, and special events. This role is a key part of the Lifehouse ministry team and integral to the vision and mission of the church. This role is responsible to oversee a comprehensive and first-rate ministry to children and their parents. To enjoy this role and be wildly successful as a ministry staff member at Lifehouse, it helps if you...

- Communicate clearly and easily with people
- Enjoy managing teams of people
- Feel comfortable recruiting people to serve in areas of their giftedness
- Are a good listener
- Enjoy working with children and those who serve them
- Are flexible and fun
- Rely on God for guidance and perspective
- Model God's love in everything you say and do
- View ministry as a lifestyle not a job
- Desire to grow in your ministry giftings, knowledge, and skills
- If married, minister in partnership and collaboration with your spouse
- Desire a long-term relationship with a thriving church community
- Have the following or similar ministry profile SHAPE:

Spiritual Gifts: teaching, communication, leadership, administration, compassion

Heart: passionate about children and parents (families), discipleship, leadership development

Abilities: attention to detail, highly organized, comfortable speaking one on one and with groups

Personality: caring, friendly, outgoing, confident

Experience: children's ministry, teaching, some public speaking, recruiting volunteers

Requirements:

- +21 years of age
- For Pastors, a valid ministry credential with Open Bible Churches, or willingness to transfer
- +2 years of children's or youth ministry experience

Qualifications:

- A person who has a strong, vibrant relationship with Jesus Christ
- A person who is committed to holiness and modeling a faith that others can follow
- A person who lives a biblically centered life
- A person of strong moral integrity and values
- A person of financial integrity
- A person who discipled their children to know God and love him (if applicable)
- Formal children's ministry education or training preferred
- College degree preferred but not required



- Experience in a multi-staff, multi-service environment preferred
- A track record of recruiting, training and retaining a volunteer staff of adults preferred
- A passion to relevantly reach and disciple children to passionately pursue Jesus
- A passion to help and equip parents
- The ability to manage and balance family with work and ministry life

Responsibilities:

- Coordinate all children's ministry activities, including Sunday morning and midweek classes
- Ensure, to the extent possible, a safe environment for children; physically, emotionally, and spiritually by: developing, evaluating, and maintaining health, safety and security policies (check in system, emergency drills, accident reports, parental concerns, behavior management & modifications), assure that ministries are sufficiently staffed with volunteers
- Management of all children's ministry volunteers (i.e. recruiting, training, scheduling, etc.)
- Coaching and encouraging leaders
- Under direction of the Lead Pastor, develop departmental goals, objectives, and metrics
- Create and manage a children's / family ministry budget
- Evaluate and make recommendations for: equipment, curriculum materials, resources, etc.
- Manage children's ministry supplies and resources
- Planning and managing the children's ministry calendar
- Communicate regularly with parents/volunteers regarding schedules, events, changes, etc.
- Develop strategies for helping parents to better understand the needs of their children, (developmental stages), disciple their children, and equip them to share their faith with others
- Train parents in the areas of family responsibilities and roles:
 - Give counsel when able or direct them to others more qualified
 - Provide training and instruction in parenting skills
 - Inspire and train parents how to provide spiritual instruction in the home
- Build a solid rapport with kids, parents, and volunteers
- Enthusiastically supporting the church and its staff
- Attend periodic and ad hoc staff meetings

Additional:

- Serves weekly
- Attends bi-annually scheduled planning retreats / sessions
- Actively pursue continuing-education through the study of various materials, and/or attending conferences/classes that would strengthen the ministry

Working Environment:

What can be expected when working as a member of the Lifehouse ministry team?

- A team approach to ministry – where everyone on the team is respected and encouraged for the contribution they bring to the team
- A relationship with the ministry team that is engaging, professional and fun; usually accomplished through regularly scheduled staff meetings and get-togethers
- Needed rest time away from the rigors of ministry
- A yearly evaluation of your ministry tasks and goals with the Lead Pastor; individual raises in salary are based on these evaluations
- An open door with the Lead Pastor and other ministry team members to encourage, give advice, or talk through situations that may come up during the week
- Freedom to manage your own work schedule
- Interest and accountability in your personal growth and development



Compensation Package:

Starting, this is a part-time bi-vocational position with limited benefits. Applicant must have a primary source of income outside of the church at this time. Salary will be commensurate with experience.

About the Church:

Lifehouse Community Church lives for Jesus as a community of hope and new life – reaching individuals and families with grace, truth, and love; seeing the transforming power of Jesus at work in our city. Lifehouse is in a church plant/growth phase with its current staff all serving bi-vocationally. Lifehouse meets in a remodeled warehouse facility in Urbandale, IA with church members hailing from all around the Greater Des Moines Metro Area. For more information about Lifehouse visit www.lifehousedsm.org.

Application Process:

If you are interested in joining the Lifehouse ministry team, here are the next steps:

1. First, be willing to submit to and participate in the following:
 - A full and exhaustive background check
 - A ministry gifts analysis and DISC assessment
 - A formal interview process including an onsite visit
 - A couples interview and/or marriage assessment if married

2. Prepare a résumé including the following information:
 - Work history – ministry and secular
 - Three personal and two professional references
 - Photograph (family photo if applicable)

3. Submit your résumé to:

Lifehouse Community Church
3201 99th Street
Urbandale, IA 50322

OR electronically to:
together@lifehousedsm.org