

CHILDREN'S MINISTRY DIRECTOR/PASTOR
REFUGE CHURCH – WILLMAR, MN
JOB DESCRIPTION – Full-time, Salaried Position

REFUGE CHURCH'S MISSION

To be and make disciples of Jesus Christ.

FOCUS

To provide vision, leadership, coordination, and oversight for all facets of Refuge Children's Ministry (Birth – 5th Grade) in alignment with the mission, core values and philosophy of Refuge Church.

QUALIFICATIONS

- A commitment to the ministry of Jesus Christ through a lifestyle that is characterized by prayer, reading God's Word, love for others, integrity, and support for co-laborers
- Agreement with Refuge Statement of Faith (<https://www.refugewillmar.org/what-we-believe>)
- Formal Christian education training and/or significant ministry experience, with a passion for children's ministry
- Ability to recruit, train, mentor, and encourage volunteers
- Ability to communicate and build relationships with volunteers, children, and their parents
- Genuine concern for the spiritual development, safety, and outreach potential of the children and ministry of children's programs
- Membership at Refuge Church or willing to become a member

MINISTRY SUMMARY

- Engage, nurture, and encourage children, families, and volunteers on their faith journey
- Evaluate the quality and content of Children's Ministry curriculum, teaching and worship experiences at least annually
- Coordinate the recruiting, scheduling, training, screening (including background checks), supervision and recognition of Children's Ministry volunteers
- Implement and maintain safety and security policies within ministry areas to protect participants
- Work closely with Communications Coordinator to provide publicity, welcome new families, and communicate event schedules
- Be involved in staff meetings to maintain consistency and continuity with other ministry areas of the church (creating calendars, scheduling events, volunteers, etc.)
- Review, select, and circulate appropriate curriculum for the various Refuge Children's Ministries as approved by the Christian Education Board
- Maintain detailed reports and records for Children's Ministry, including budgets, administrative tasks, vision casting, and goal setting
- Keep regularly posted church office hours coordinated with Pastoral Staff
- Participate in continuing education opportunities in order to stay current with skills in leading Children's Ministry

CURRENT CHILDREN'S MINISTRY AREAS

- CONNECT hour classes (Sunday School hour)
- Children's Church (Sunday morning children's worship: 4 years old – 2nd grade)
- JAM (Wednesday evening – Jesus and Me: K – 5th grade)
- Christmas Program (Preschool – 5th grade)
- Vacation Bible School (one full week in the summer, Preschool – 5th grade)
- Special events

REPORTING RELATIONSHIP

- This position reports to the Connections Pastor
- A performance evaluation will be conducted after the first six months on the job and annually thereafter

OVERSIGHT

- The First Steps Coordinator (Birth – 3 years old) reports to this position

DESIRED ATTRIBUTES / PERSONAL QUALITIES

- Personal faith journey that strives to live as an authentic follower of Christ
- Self-starter, hard worker, strong interpersonal skills
- Leadership, encouragement, and organization skills

INSTRUCTIONS FOR APPLYING

If you are interested in the Children's Ministry role at Refuge Church, and you feel you meet the qualifications for the role, you are invited to submit the following information for consideration:

1. Resume
2. Previous results of any personal assessments you have taken within the past three years (i.e. StrengthFinder, DiSC, Myers-Briggs, Enneagram, etc.)
3. Cover letter

Submit these items to the Refuge Church Search Committee at careers@refugewillmar.org Preference will be given to applications received by April 15, 2022.