



**Lake Shore Baptist Church**  
**Position description**  
**MINISTER TO CHILDREN**

**Status:** Exempt, part-time, 20 hours/week (Salaried)

**Starting Salary:** \$21,000

**Reports to:** Senior Pastor

The Minister to Children will lead Lake Shore Baptist Church children (infants to 6<sup>th</sup> graders) in a comprehensive program of Christian education and will serve as a resource to parents and teachers in the following ways.

1. By developing and/or coordinating all religious education programs for children;
2. By assuming primary responsibility for pastoral care for children;
3. By keeping parents, children, and the church body informed about children's activities;
4. By participating as necessary with the pastoral staff in worship planning.

**Position Responsibilities:**

- Establish objectives for the children's education program; work with the Children's Education Committee in planning programs which meet the needs of children and their parents.
- Coordinate, prepare and deliver children's sermons in worship.
- Develop and lead throughout the year the children's ministry, including Sunday School, Wednesday evening, mission activities, camps (grades 3 – 6), retreats and worship experiences.
- Provide leadership and organize and maintain resources, curriculum, and training materials for children's Sunday School teachers, sponsors, and other lay leaders.
- Encourage the healthy development of children spiritually, emotionally intellectually, physically and socially.
- Inform children, parents, and church members about children's activities through newsletters, bulletin boards, the church web site, and other announcements.
- Provide pastoral care and support to children and their parents.
- Work with parents as needed to support their parenting roles.

Approved by the Personnel Committee 10/20/2014 and updated 4/14/2018

Approved by the Deacons 11/2/2014

- Working with other church staff and committees, maintain an environment that is safe and secure for our children and their families.

**Administration:**

- Attend weekly staff meetings (share in worship planning and leadership as necessary)
- Maintain consistent scheduled on-site office hours, coordinated with the Senior Pastor, for a minimum of 5 hours per week.
- Coordinate facility usage with Children’s Center.
- Other tasks as assigned.

**Church at Large:**

- Serve as model for participation in activities of the larger church body and encourage the development of intergenerational programs that include children and their families.
- Represent the children’s program in the church budget process, making recommendations to the appropriate committees regarding budget and equipment needs, curriculum, space, and resource utilization.

**Special agreements about PTO:**

Eligible for one week of Continuing Education (as per Personnel Policies)

One week of Continuing Education

**PTO: Part time**

Not all PTO hours can be taken on Sundays. In coordination with the Senior Pastor, a reasonable ratio of Sunday hours to regular week hours must be taken.

	<b>Hours of PTO Earned Per Pay Period</b>	<b>Days of PTO per year</b>
Length of employment		
0 year up to less than 3	2.50	7.50 full days or 60 hours
3 years up to less than 8	3.32	10 full days or 80 hours
8+	4.16	12.50 full days or 100 hours

\*A full day is defined as 8 hours. However, all employees can take partial days calculated by the hours available.

**Other Duties:**

In accordance with the team philosophy of Lake Shore Baptist Church, may routinely be required to carry out and assist with other tasks in addition to the duties listed above.

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**Supervisory Responsibilities:**

Nursery workers and extended care volunteers

This position description is not intended to be all inclusive. Lake Shore Baptist Church reserves the right to revise or change job duties as the need arises. This position description does not constitute a written or implied contract of employment.

**I have read and understand this position description.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_