



CHILDREN MINISTRY PASTOR

Job Description (Full-time)

PURPOSE: The Assistant Pastor/Children's Pastor provides leadership, vision, and direction that creates a life-giving atmosphere of vibrant and enticing discipleship and evangelism for the children, parents, and children's ministry team of the Hmong American Alliance Church (HAAC) of the Christian and Missionary Alliance (C&MA).

SUMMARY OF DUTIES: To oversee all programming and ministry for children ages birth to 5th grade, including Sunday mornings, Wednesday nights (mid-week prayer), summer programs, VBS, special events, etc.... as appropriate and approved by the Board of Elders and the Senior Pastor.

REQUIREMENTS: The successful candidate shall:

1. Be a born-again Christian and represent not only HAAC (Hmong American Alliance Church), but Jesus Christ Himself and demonstrate a real love and concern for all people.
2. Have a bachelor's degree or in pursuit of a bachelor's degree.
3. Have experience with Microsoft products (Word, Excel, PowerPoint, MS Teams).
4. Ability to understand instructions given in English and Hmong.
5. Ability to work effectively independently.
6. Love for children and families.
7. Strong organizational and leadership skills.
8. Ability to forecast and plan for continued growth.
9. Ability to build and lead volunteer teams.
10. Be pleasant, discreet, tactful, and capable of honoring confidential communications.
11. Have at least 2 years' experience serving as a Pastor in a church.
12. Be an active member of HAAC.
13. Be a team player.

RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform the following duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Elders and Senior Pastor deem appropriate.

1. Assist the Senior Pastor in fulfilling God's ministry.
2. Oversee and organize Children's Ministry at HAAC.
3. Choose and prepare a curriculum for each program and each age level.
4. Create environments, activities, and programming for each age group that will facilitate learning and encourage spiritual growth.
5. Recruit, train, schedule, and lead teams of volunteers.
6. Provide care for children and families within the church including hospital visits and follow-up.
7. Maintain a strategy for reaching and assimilating new children and families.
8. Plan and oversee special events such as VBS, Fall Festival, Baby Dedications, etc....
9. Communicate the Gospel through various means to children at various ages.
10. Leadership background and experience serving with children.
11. Articulate and implement the vision of HAAC.
12. Exceptional leadership and communication skills.
13. Superior interpersonal skills working with a variety of people from HAAC (members to parents to children).
14. Solid theological grounding and creativity in children's ministry curriculum development.
15. Positive attitude and positive approach to problem solving. Must be solution oriented.



CHILDREN MINISTRY PASTOR

Job Description (Full-time)

16. Consistent communication with key leaders and parents.
17. Work closely with the Senior Pastor to analyze the effectiveness of the ministry and adjust as needed.
18. Assist the Senior Pastor in shouldering and leading the church into a knowing, loving, and obedient relationship with Jesus Christ.
19. Oversee and assist the various ministries and outreaches of HAAC as designated by the Senior Pastor and the Board of Elders.
20. Assist the Senior Pastor, Nurturing Pastor, and the Board of Elders in shepherding the church through intentional love, prayers, and visitation.
21. Assist other ministries as needed.
22. Perform other duties as assigned.

SPECIAL CONDITIONS: The benefits, holidays, vacation, and office hours shall be in accordance with the Employee Policy. This position reports to and is supervised by the Senior Pastor.

PHYSICAL AND/OR ENVIRONMENTAL DEMANDS: The physical and environmental demands described here are representative of those encountered and/or necessary for the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to work effectively in an environment with frequent interruptions and distractions.
2. Ambulatory skills: ability to transfer weight up to fifty pounds; ability to stand, walk, sit, stoop, kneel; possess hand-eye coordination and arm/hand/finger dexterity.
3. Ability to speak, hear, smell, and exercise visual acuity.
4. Driving/travel requirements for this position may require moderate to frequent driving; therefore, a valid driver's license is required.