



Children and Families Minister

Job Description

CLASSIFICATION Part-time	FLSA STATUS Exempt	DEPARTMENT Pastoral Leadership
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POSITION OVERVIEW

The minister to Children and Families at West Side implements the mission and vision of WSPC within the pastoral leadership department. The minister will build strong discipling relationships between parents, volunteers, and children, create dynamic programs, and support parents as the primary influence in their children’s faith formation. This leader will provide pastoral leadership to preschool and elementary students and their families within the intergenerational church ministry context of West Side.

ESSENTIAL FUNCTIONS

- Lead West Side’s dynamic ministry and outreach in West Seattle to children and families, developing relationships with area churches, and other organizations to meet the growing needs in our community.
- Determine the goals, policies, and staffing needs in collaboration with the Christian Education Department of session.
- Provide supervision for all ministries with children from birth to fifth grade.
- Recruitment, development, training and mentoring of volunteer staff.
- Develop and maintain strong safety and security systems, sexual abuse/child protection policies, child security check-in & check out.
- Oversees operations including scheduling, publicity, communication, security and facilities.
- Provides pastoral care and counseling referrals when needed.
- Give supportive guidance to the MOPS (Mothers of Preschoolers) ministry.
- Offer two of the quarterly intergenerational fellowship events
- Work collegially with Youth, Young Adult, Outreach Minister

GENERAL LEADERSHIP & MANAGEMENT SKILLS

- A growing personal commitment to Jesus Christ, the body of Christ, and God's work in the world.
- Willingness to learn.
- Highly invested in the community of WSPC.
- Strength in the areas of communication, delegation and facilitation.
- Ability to inspire and motivate.
- Experience in being mentored and mentoring others.
- At least two years ministry leadership experience
- Project and event management skills
- Demonstrated team-building and program development skills, and interest in developing teaching skills

INTERACTION AND ENVIRONMENT

Reports To: Head of Staff Pastor

Supervises: Children's Ministry Assistant and Volunteers

PHYSICAL ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Energy and enthusiasm for a varied work schedule (late nights/early morning), including Sundays.

This position requires some travel, overnights and a flexible schedule to respond to ministry needs.

This job is regularly required to sit, use hands to handle or feel, and talk or hear. Frequently this job is required to stand, walk, stoop, kneel, crouch, or crawl.

This job is frequently required to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

PROFICIENCIES

- Microsoft Office programs
- Social media

EDUCATION, EXPERIENCE AND PERSONAL QUALITIES

- College degree or professional experience commensurate with role
- Seminary and/or Bible training desired
- Experience in local ministry outreach in an urban context
- Professional boundary training required

WHAT WE BELIEVE

Please read the [Essential Tenets](#) as a description of WSPC's theological position within the PC(USA). By completing and submitting the application, candidates will personally ascribe to this theological position.

HOW TO APPLY

An application for employment will be considered complete when a candidate submits the following items:

- Cover letter expressing qualifications for position
- Resume and / or curriculum vitae (CV) (include professional, volunteer, and academic history)
- Statement of Christian Faith
- References made available upon request

Materials should be submitted to the Search Team, addressed to Pastor Shari Monson at Sharim@WSPC.org