



Providence
CITY

Why is this Job Description being written?		<input type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input checked="" type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described	
POSITION DETAILS:		Position Title:	ASSISTANT PASTOR - CHILDREN
Division:	Pastoral Staff	Department:	Maturity
Position reports to:	Maturity pastor		
Location: include all possible locations	All Providence City Venues		
Days	0.5 FTE (2.5 days per week)		
POSITION PURPOSE:			
<p>The ProvKids and Creche ministries exist to see infants and children of Providence City grow to know and love the Lord Jesus as his disciples. These ministries partner with parents by providing age-appropriate instruction in the gospel, the scriptures and Christian living at church on Sundays and throughout the week.</p> <p>The Assistant Pastor for Children’s ministry will directly oversee the ProvKids ministry and will provide staff support to the creche coordinator(s). They will work with the senior staff team to develop a vision for the ProvKids ministry and will plan and execute its implementation in consultation with the senior staff and in alignment with Prov City’s theological foundation, vision, and values.</p>			



KEY RESPONSIBILITY AREAS:

Key Position Accountabilities	Inputs:	Outputs:
ProvKids & Creche Sunday Ministries	<ul style="list-style-type: none">• Provide vision, resources, and administration for Kids Ministry activities that take place on Sundays across multiple services, and support for the Creche coordinator(s).• In conjunction with the Maturity pastor, source, distribute, and coordinate the week-to-week programming and content used in the various programmes.• In conjunction with the Ministry pastor, recruit, develop, and support leaders and helpers for ProvKids & Creche.• Administer in a timely way the week-to-week Sunday ProvKids & Creche leader and helper rosters using the Elvanto platform.• Work with the Ministry pastor and Operations director to maintain safe and tidy facilities.• Lead a culture of safety and risk management.• Liaise with the Worship pastor on ways ProvKids can be involved both the scattered and gathered worship life of the Providence City.	<ul style="list-style-type: none">• The Kids and Creche ministries reflects the vision, culture, and theology of Providence.• Parents are inspired, enabled, and equipped to raise their children in the Lord.• The children of Providence are provided with every opportunity to learn about and become disciples of Christ.• The curriculum taught in ProvKids & Creche classes reflects the truths of scripture and the direction of Providence.• ProvKids & Creche leaders and helpers are organised, properly vetted and understand their role.• ProvKids & Creche classes are safe, organised, and creative, providing the best learning environment possible• ProvKids & Creche have an excellent culture of safety and risk management



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ProvKids & Creche: Administration	<ul style="list-style-type: none">• The Assistant pastor (Children) will be asked to attend the following meetings:<ul style="list-style-type: none">○ Weekly staff meetings.○ Fortnightly meeting with Maturity pastor.○ Annual Providence planning sessions.○ Annual Providence staff retreat.• Become familiar with the Elvanto platform and other relevant software.• Be in regular communication with the Creche Coordinator(s), and ProvKids leaders and helpers.• Maintain role descriptions for ProvKids & Creche leaders and helpers, and crèche coordinator(s).• In conjunction with the Operations director and Membership pastor, coordinate the vetting and Church Safe training of all ProvKids & Creche leaders and helpers.	<ul style="list-style-type: none">• The Kids Ministry/Creche Ministry reflects the vision, culture, and theology of Providence.• Elvanto is effectively used to administrate and communicate with leaders and helpers.• Elvanto is used to document and administer the safety checks and courses for Kids Ministry/Creche Ministry leaders and volunteers.• Crèche coordinators, Kids Ministry/Creche Ministry Leaders and helpers have clear role descriptions outlining tasks and expectations. <p>Kids Ministry/Creche Ministry leaders and helpers are properly vetted and are provided with clear safety training and policies.</p>
Maintain contact with parents on regular basis	<ul style="list-style-type: none">• Emailing parents term plan. Notification of special events.	<ul style="list-style-type: none">• Parents well informed and involved in kids' ministry, developing implicit trust in our processes, values, and our exercise of duty of care.
Additional	<ul style="list-style-type: none">• Organise kids program for network at ProvUnited (even if it's delegated).• Responsible for kids' involvement at annual carols service.• Organise holiday programs for kids during term and summer holidays.	<ul style="list-style-type: none">• The wider Prov Network will benefit from a "best practice" kids ministry from which other such ministries in the network can take a lead.



ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications:	Tertiary qualification in relevant discipline or equivalent level of expertise gained from a combination of experience, training, or professional accreditation.
Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • A heart for God and discipling children. • Experienced leader and team builder. • Previous experience and/or understanding of duties and tasks of supervised employees. • Ability to work with all staff and members of a congregation and to build solid relationships as expected in a Christian environment. • Strong organisational, problem-solving, and analytical skills with ability to manage priorities and workflow. • Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm. • Demonstrated ability to supervise, motivate, and develop direct reports. • Excellent written, communication, and presentation skills. • Commitment to excellence and high standards. • Working knowledge of educational and associated principles. • Excellent classroom management and the ability to train others. • Demonstrated high level of proficiency in MS Office Suites (Word, Excel, and PowerPoint) required.

SCOPE:

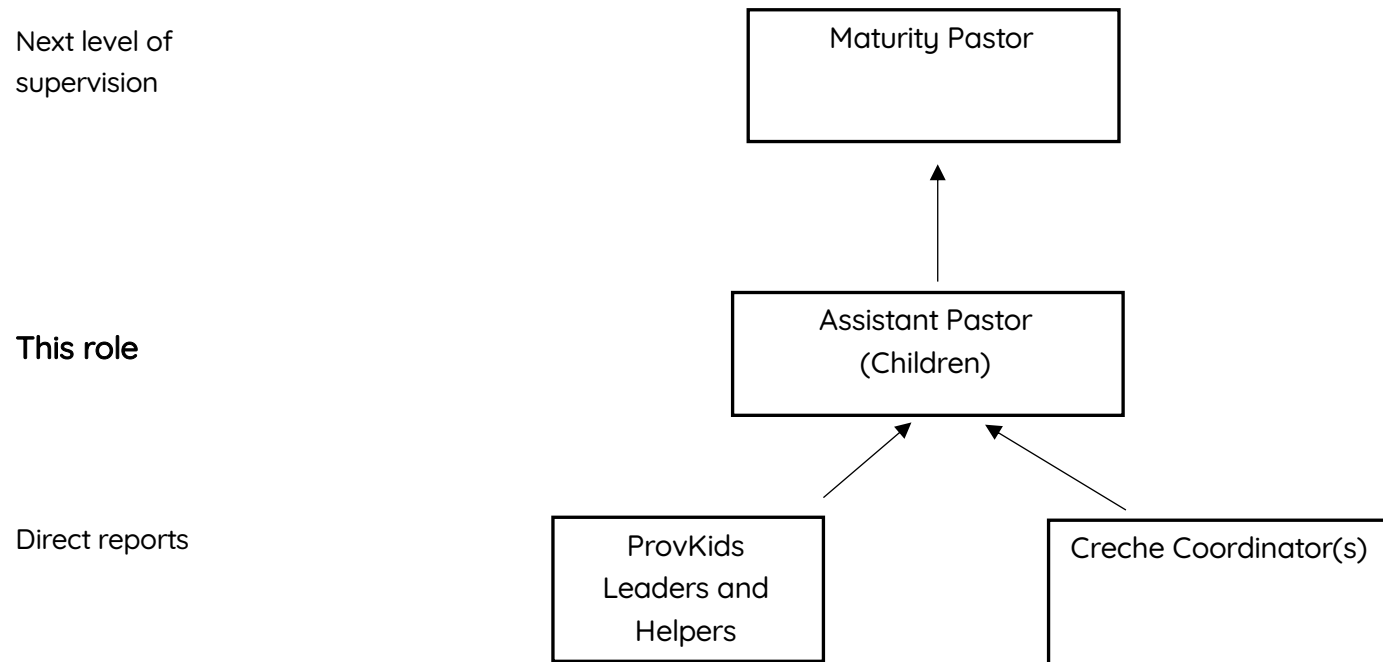
Financial accountability: Does this role have accountability for a budget?

- Yes – ProvKids & Creche Budget

People responsibility: Does this role have any direct reports or indirect reports:

No. of direct reports	<ol style="list-style-type: none"> 1. ProvKids Leaders & Helpers (volunteer) 2. Creche Coordinator(s) (volunteer) 	No. of indirect reports	<ol style="list-style-type: none"> 1. Creche Leaders & Helpers (volunteer)
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ORGANISATIONAL CHART:



The Assistant Pastor (Children) is accountable to the Maturity Pastor

ADDITIONAL INFORMATION:

- The recruitment timeline and process will be outlined in a separate document.
- The preferred candidate will be asked to submit references.
- After an initial 3-month probationary period the role of Assistant pastor (Children) continues.
- A current Working with Children's Check and National Police Check will be required prior to commencing in this role.