

**St. Paul Baptist Church, Inc.**

**Job description: Children and Youth Pastor**

**Reports To:** Pastor and through the Youth Council

**Hours of Work:** This is a part-time, 20-hour per week minimum position. Hours may be flexed to meet the needs of the church, the staff, and the programming demands.

**Salary Range:** \$13K - \$15K

**Benefits:** N/A

**Position Purpose:** The primary duty of this position is to plan and direct all ministries for Children and Youth at St. Paul Baptist Church (SPBC). The ministry is to "do", love, pray for and disciple young people and their families. The Children and Youth Pastor is to support, guide, encourage, and inspire leaders/volunteers on the Children/Youth Ministry team. It is to work with staff/leadership to coordinate all children/youth programs and functions in concert with the church's vision. It will coordinate teachers/volunteers for youth group, nursery, and children's church. It will develop and implement bible study and small group curriculum. The Children and Youth Pastor will recruit and train volunteers for all aspects of Children and Youth Ministry. The incumbent will make sure adults are involved and present to help with ministries. The ministry will strive to be awesome and make others awesome.

**Qualifications:**

Personal:

1. Has a personal, active and growing relationship with God through Jesus Christ.
2. Energetic, warm, and able to share the love of Jesus with children and families.
3. Is comfortable with visiting church families involved in the ministry.
4. Able to balance work and family.
5. Physically capable of sustained activity.

Professional:

1. Knowledge and experience in Biblical Interpretation, child development (and faith development), and religious educational theory and practice.
2. Maintains confidentiality, as appropriate, and is accountable with church resources.
3. Seeks opportunities to grow professionally.
4. Understands Baptist theology and polity.
5. Understands the programs and missions of SPBC.

Experience:

1. B.A. / B.S., Early Childhood Education or Bible, preferred.
2. Three years previous work experience in education, work with children in church ministries, preferred
3. Commensurate / equivalent work experience will be considered.

## **Key Responsibilities:**

### ❖ Children / Youth Ministry

- Administration of educational programs:
  - Evaluate and revise Sunday School curriculum (inclusion of topical course);
  - Nursery Ministry Oversight;
  - Recruit and train teachers, including potential paid staff;
  - Orient and equip parents to expectations;
  - Broaden adult involvement in the expectations for conduct, interaction, and expectations;
  - Provide outreach to families;
  - Recruit and train volunteers.
- Oversight of Wednesday Night Children/Youth Programs:
  - Program selection and implementation (AWANA, etc.);
  - Recruit and train volunteers
- Oversight of Children's Church:
  - Program selection;
  - Recruit and train volunteers.
- Vacation Bible School:
  - Work with Director of Christian Ed. to select curriculum and develop programs;
  - Publicize and Promote;
  - Recruit and train volunteers.

- Other Programs:
  - Advent / Christmas for Children;
  - Lent / Easter: Palm Sunday / Egg Hunt;
  - Annual Youth and Children Day/Month;
  - Youth Mission Trip;
  - Kids Across America;
  - Other special events;
  - Recruit and train volunteers.
- ❖ Children / Youth Ministry Budget Preparation and Oversight;
  - Develop budget for submission to the Board of Elders;
  - Participate in the church budgeting process; match spending habits with budgeted resources;
  - Responsibly steward resources.
- ❖ Other Duties:
  - Attend and participate in weekly staff meetings;
  - Inhabit and help to fulfill the creative part of the church's vision;
  - Contribute to SPBC social media, communications, etc.;
  - Cast a continually updated vision for Children/Youth Ministry based upon the purpose, mission, vision, and values of SPBC.
- ❖ Perform any other related duties reasonably and appropriately assigned.

**Resumes can be hand-delivered or mailed to the address below or emailed to [cmartin@spbcmemphis.org](mailto:cmartin@spbcmemphis.org)**

**Resumes must be received by Wednesday, January 18, 2017.**

**St. Paul Baptist Church  
Att: Carol Martin  
2124 East Holmes Road  
Memphis, Tennessee 38116**