



South Albany Community Church

2418 SE Geary Street - Albany, OR 97322 | 541.926.4762 | sacchurch.org

JOB TITLE: PASTOR/DIRECTOR OF CHILDREN'S MINISTRIES

DATE: April, 2018

MISSION STATEMENT:

Bringing Life to Albany, Making Disciples who Make Disciples!

JOB OVERVIEW:

The Pastor/Director of Children's Ministry will oversee all aspects of ministry to nursery, preschool and elementary-aged children. Providing an environment that speaks to and reaches children for Jesus, provides opportunities for Spiritual Development of children and helps equip and enable parents in their responsibility to raise Godly children. This is a full-time position.

QUALIFICATIONS/PREFERENCES:

- Evidence of a growing and deepening relationship with Jesus Christ.
- Spends time in prayer, believing one can only give to others what one has received from the Lord.
- Life evidences the fruits of the Spirit.
- Possess a heart of thankfulness for what God has done for you.
- Possess a desire to be a good, positive example both in worship and in daily life.
- Possess exceptional leadership and administrative abilities.
- Has a proven track record on initiating new ideas and developing strategic programs for children's ministry in a local church. This experience should reflect the vision of our church; in creating a ministry that in effect could reach our entire city. Be committed to the church philosophy and work within the framework of SACC's policies, vision and doctrine as well as those of the Denomination of the Evangelical Church of North America.
- Has a personal philosophy of ministry which is compatible with the rest of the staff and with the church; ability to remain loyal to the team and leadership.
- Demonstrates an ability to build, develop and manage effective teams.
- A creative mind and spirit; the ability to be proactive with new ideas.
- Life reflects the character qualities of a Biblical elder. 1Timothy 3 and Titus 1.
- Have a minimum of 2 years of experience in a local church ministry or para-church children ministry.
- Have a BA in Children's Ministry or Church Ministry or equivalent experience/training with a church related emphasis.
- **Preference given for:**
- 5+ years of full-time experience in local church ministry.
- A M.Div. degree or Master's level training with a children's or church related emphasis.
- Has been ordained or is willing to be ordained /credentialed by the Evangelical Church of North America within two to three years of accepting this position.
- An understanding of Sonlife's principles and strategies.
- Knowledge and experience with Community Church Builder or another church database.

- Ministry experience in churches larger than ours in a similar capacity.

ACCOUNTABILITY:

This position is accountable to the Senior Pastor.

This person will be expected to be a team player and is accountable to build unity with the existing staff at SACC.

RESPONSIBILITIES:

The Pastor/Director of Children's Ministry will oversee all aspects of ministry to nursery, preschool and elementary-aged children.

- Programs
 - Provide a multi-year timeline and strategy for fruitful ministry with children.
 - Provide ministry programming and curriculum geared to children (including those with special needs).
 - Create opportunities for children to receive Christ, be baptized and grow in their relationship with Christ.
 - Offer mission and service opportunities for children.
 - Identify, recruit, develop, place and support new leadership in children's ministries.
 - Provide a children's Discipleship program/course annually.
 - Oversee and encourage participation in camps, musicals, Vacation Bible School (VBS) and family-centered events.
 - Develop and implement relationship with local grade schools.
- Develop ministry teams
 - Provide regular, at least monthly, face-to-face contact and training and encouragement with Children's Ministry Leadership Team and volunteers.
 - Develop and implement security processes and procedures (check-in, evacuation, and lockdown).
 - Develop training opportunities and public recognition for children's ministry workers.
 - Develop a structure and system to actively manage the ministry challenges for children.
 - Maintain all background check records.
 - Develop and train a Children's Ministry Assistant /Intern.
 - Provide opportunities for team participation in conferences, seminars and training for volunteers.
- Partner with parents
 - Communicate events and planning so that parents can be involved (newsletters, calendars, brochures, social media).
 - Build relationships with parents.
 - Oversee Baby/Child Dedication (contacts, appointments, certificates, candles, 'Parent Prayers', and brochures).
 - Provide resources and support for families to encourage spiritual formation.
 - Participate in and assist with family related ministries and activities (campout, Summer Serve Day, church picnic, etc.).

- Create an evaluation process
 - o Report weekly at staff meetings upcoming events in ministry status.
 - o Report monthly to the leadership Council concerning ministry timeline and status.
 - o Report annually to the local church the accomplishments and vision for children's ministry.
 - o Develop and manage a ministry budget.

- Current Miscellaneous Duties
 - o Facilitating church campout.
 - o Oversee Costco ordering /shopping.
 - o Oversee Café supplies/Communion Supplies.
 - o Other Duties as assigned by Lead Pastor.

NATURE OF THE WORK:

The work involved in the position occurs primarily inside the church facilities and this person must be able to comfortably carry small to medium sized boxes (up to 50 lbs.) and maneuver within the facility which includes stairwells. SACC is a non-smoking facility.

Under Title VII of the Federal Civil Rights Act of 1964, the church does not discriminate on the basis of sex, race, color or national origin. However, the church does discriminate on the basis of religion.

This position is an exempt employee position.

The church is exempt from ADA requirements as allowed by law.

Prior conviction of a crime is not an automatic disqualification for employment.

CHURCH INFORMATION:

The church website (www.sacchurch.org) provides information about South Albany Community Church and will explain our overall purpose, programs and even a bit of the culture of our church. Of specific interest would be:

1. In **“Connect”** you can learn about the doctrine of the church and current staff, etc. Because of the teaching nature of this position it will be essential that there is unity with the doctrine of [South Albany Community Church](#), [Evangelical Church of North America](#) , and the [Pacific Conference of the Evangelical Church](#).

2. In **“Resources”** you will find teachings given at SACC. Because the Pastor/Director of Children's Ministry will be working closely with our Lead pastor, Jim Saemenes, it would be beneficial to be familiar with and feel comfortable with his teaching.

FINANCIAL ARRANGEMENTS:

The Pastor-Parish Team oversees the salaries of the South Albany Community Church Staff. It is SACC's desire that staff compensation will motivate our paid staff to minister to the best of their ability and be content with their pay status. (1 Corinthians 9:10-14; 1 Timothy 5:17-18; 1 Thessalonians 5:12-13).

The annual salary will be commensurate with the applicant's experience and education. This salary can be broken up as salary and housing allowance to fit the situation and for there optimum living and tax advantage.

NEXT STEPS:

Those interested in applying for the position, should do the following:

Step 1 - Review the attached job description in detail, ensuring you meet the minimum qualifications. Fill out the application in full.

Step 2 - Submit a COVER LETTER, RESUME, and APPLICATION to:
jobs@sacchurch.org

- Cover letter should not be more than one page.
- Please include in the cover letter what experiences or qualities make you a good candidate for this position. Why you think this would be a good match for you and for South Albany Community Church, and how you heard about the position.

Once your Step 2 materials have been received and reviewed by us, *you may be* contacted to request a TEACHING VIDEO and for a phone or in-person interview.

- Please only submit one video of a teaching you have delivered to a large group. As we are requesting a single sample, please choose the best representation of your teaching.

Note: the video is best submitted in a digital format (i.e. Links of videos, YouTube postings, and podcasts.) You will be provided with how to submit your video online to us. You can also mail a video DVD to South Albany Community Church.

Pastor/Director of Children's Ministries
Denomination: Evangelical Church of North
America
Church Size: 400+
Job Type: Full-Time

Children's Pastor/Director Candidate Information Form

2018

Please complete the following questionnaire and return it to the Dropbox location that was sent to you as soon as possible. Brevity is appreciated. Unless directed otherwise, for each of the following questions, briefly respond with no more than 2-3 paragraphs.

Personal and Family Information

1. Name:
2. Physical Address:
E-Mail Address:
Home Phone:
Mobile Phone:
Date of Birth: Place of Birth:
3. Please describe your general state of health (past and present):

3. Tell us about your own spiritual journey.

4. Marital Status:
5. Date of Marriage:
6. Spouse's Name:
7. Spouse's Birth Date:
8. Have you or your Spouse ever been divorced?

9. Names and Ages of Your Children:

10. How does your spouse and family feel about your ministry?

11. What role does your spouse play in your ministry?

Does your spouse have a personal ministry in your current church?

12. What kind of church will you and your family need to be a part of long term, that will help you to feel content and rooted?

13. If you have not already, could you provide us with a picture of you and your family?

Ministry Background Information

14. When and how did it become clear to you that ministry was your vocational life calling?

15. If your resume has not already done so, please make an unbroken time line:
- Of ALL churches/ministries on which you have been paid staff and a brief description of your role:

- Of all churches in which you have had involvement over the past 10 years

16. Tell us about your current ministry.

17. What would cause you to consider making a change at this time?

Theological and Associational Information

18. *In about a page (form field has no character limit - type as long as you wish)* either give a summary of your personal theology or of a theological statement that represents you.

19. Since its beginning, South Albany Community Church has been associated with the Evangelical Church. How familiar are you with the Evangelical Church – and how would you characterize your relationship with it?

If you are not familiar with The Evangelical Church, go to these websites and familiarize yourself with us. Then respond to the next question. www.theevangelicalchurch.org, www.pacificcna.org and www.sacchurch.org

20. What other denominations or associations have you been a part of?
21. What are a few theological or practically related questions that you would be interested in asking about South Albany Community Church in particular?
22. If you are licensed, ordained, and/or otherwise endorsed for ministry please list these with dates, locations, and endorsing bodies.

Strength, Style and Giftedness Information

23. As a pastor and ministry leader, what are the greatest strengths that you believe you would bring to our church?

24. What is the greatest area for improvement that you are focusing on in your ministry and relationships?

25. In your current staff team situation, if you were not present and the other team members were asked to describe you and the role you have in the team – how would they describe you? *“Oh...he’s the _____ one on our team!”* And give a brief explanation.

26. Based on what you have discovered about South Albany Community Church, what advice would you give us in regards to the question: What do you think will be essential if this position of Associate Pastor - Spiritual Formation is going to be successful?

27. There are Responsibilities/Qualifications that we are looking for, listed on the posted job description. If we take a closer look at you and your track record, what will we discover about you in each of the main areas:

Personal References

Please supply us with at least 5 references that know both your life and ministry, and would be willing to answer our questions. (We will contact you for permission before actually contacting them). Please include:

- One from your current (or most previous) church or ministry,
- One who has been your ministry supervisor.

Personal Reference 1:

Name:

Relationship:

Current Church or Ministry	Most Previous Church	Ministry Supervisor
Email:	Phone:	Mobile Phone:

Personal Reference 2:

Name:

Relationship:

Current Church or Ministry	Most Previous Church	Ministry Supervisor
Email:	Phone:	Mobile Phone:

Personal Reference 3:

Name:

Relationship:

Current Church or Ministry	Most Previous Church	Ministry Supervisor
Email:	Phone:	Mobile Phone:

Personal Reference 4:

Name:

Relationship:

Current Church or Ministry	Most Previous Church	Ministry Supervisor
Email:	Phone:	Mobile Phone:

Personal Reference 5:

Name:

Relationship:

Current Church or Ministry	Most Previous Church	Ministry Supervisor
Email:	Phone:	Mobile Phone:

28. Have you ever been convicted of a crime other than a minor traffic or juvenile offense?

29. Have you ever been accused, disciplined, or dismissed for moral, ethical, or legal reasons?

30. Have you ever been accused or convicted of sexual misconduct of any kind?

31. Would you permit us to conduct a personal credit check in the future if requested?

32. Would you permit us to conduct a thorough criminal check in the future if requested?

South Albany Community Church does discriminate on the basis of religion. We also provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment unless to do so would cause undue hardship. Prior conviction of a crime is not an automatic disqualification for employment.

AUTHORIZATION AND RELEASE OF INFORMATION

I certify that all of the information provided on this application is correct to the best of my knowledge. I authorize South Albany Community Church and its agents to contact any person or employees listed on my employment application to confirm information supplied by me and/or to obtain other material information about my employment. I authorize all persons and employers to release any information about my qualifications. I also release any person or employer which provides information from any and all liability for providing that information. I understand that by typing in my full name below, I am agreeing that my electronic signature is the legal equivalent of my manual signature on this document.

Signature:

Printed Name: *If signature is manual*

Date:

FOR OFFICE USE ONLY

