Job Description

Job Title:	EC Kids & Pre-teen Pastor	**Closing Date:**	Dec 2026
Reports To:	Executive Pastor	**Department:**	Pastoral
Salary Range:	$50,000 - $60,000	**Hours:**	37.5 hours per week

Position Summary:

The person in this role will likely find their workload according to the following percentages:

Children's Ministry = 65%
Pre-Teen Ministry = 20%
Administration and Ministry Support = 15%

Job Purpose:

The primary responsibility of the EC Kids & Pre-teen Pastor is to help create an environment where children, pre-teens, and parents grow closer to Jesus. This would include leading children into a dynamic relationship with Jesus, equipping them, outreach, communicating with parents and volunteers, recruiting, event coordinating, and overseeing and implementing the Sunday worship experience. It would also include ministry with parents and being part of an overall vision for Evangel working within our diverse team to meet church goals. This position works very closely with our Youth Pastor.

Duties and Responsibilities:

- Oversee, plan, pray and execute programs and initiatives focused on Family's, Children's, and Pre-teens
- Design, lead and oversee Sunday Worship experience for EC Kids
- Work closely with the Youth Pastor to design, lead and oversee a connection/worship experience for pre-teens midweek ministry
- Encourage and recruit volunteers and team leaders
- Oversee and implement EC Kids curriculum
- Equip volunteers
- Bring Vision for EC Kids and parent involvement
- Connect with parents and look for best ways to serve congregation
- Bring vision and oversight to maximize kingdom impact on Sunday and mid-week
- Promptly respond to emails, voicemails, and mail received

- Help ensure thorough and efficient communication with parents regarding updates, and details, via newsletters, emails and flyers, and social media
- Purchase and prepare supplies for ministry events
- Help plan a day camp in the summer / possible family events during the year
- Build deep (roots) relationships with parents/families
- Design and lead EC Kids culture

Knowledge, Skills, & Abilities

- Self-motivated
- Teachable
- Plans, organizes, and coordinates
- Ability to recruit, develop, motivate and supervise
- Demonstrates professional ethics, principles and a Christ-like attitude.
- Demonstrates excellent communication skills both verbal and written.
- Demonstrates knowledge of and skill at problem solving
- Demonstrates computer knowledge, databases and –Word, Outlook, Internet, social media, Planning Center Online, etc.
- Maintains knowledge and skill level - looking to constantly improve
- Ability to research, organize information, and confidently and effectively communicate to a multi-disciplinary audience or group
- Demonstrates solid knowledge of ministry
- Maintain productivity and focus during periods of interruptions
- Organizational skills
- Effective time management skills and ability to work under time constraints and deadlines
- Reliability, accuracy, confidentiality, tact, diplomacy and proven interpersonal skills
- Able to maintain family life and church life in healthy balance

Behavioral Competencies

Spiritual Focus: To live an authentic and growing Christian life through the practice of spiritual disciplines, and dependence on the Holy Spirit
Evangel Focus: Ability and willingness to align one's own behavior with the overall vision and goals of Evangel church and it's Lead Pastor
Service Focus: Desire to focus one's efforts on discovering and serving the needs of others as they align with the ministry focus and goals
Leadership: Belief in the vision and ability to communicate it to others in a way that promotes team morale, productivity, and commitment to the mission

Developing Others: Genuine interest in fostering the development of others through coaching, supervising performance and mentoring
Flexibility: Willingness to adapt to and work effectively within variety of diverse situations
Relationship Building: Able to establish and build rapport with others within the overall objectives of the ministry
Accountability: Setting of high standards of performance and holding team members, and others accountable for results and action
Faith & Character:

- Deep and growing personal relationship with God
- Consistent evidence of the fruit of the Spirit
- Integrity, humility, servant heart
- Committed to lifelong learning
- Enthusiastic Team Player
- Positive & future focused
- Innovative

Qualifications

Education, Credentials, Theology

- Bible College degree or equivalent Pastoral qualifications
- Children's leadership courses are an asset
- Embraces PAOC theology

Experience

- Years of ministry experience are a plus, particularly working with children, youth and parents
- Supervisory/volunteer Leadership

Passion

- Passion and positivity for Children and the local church,
- Loves caring for, relating to and ministering to Children and families

Passion for Christ in all things.

Note: This job description is not an exclusive or exhaustive list of all job functions that the employee in this position may be asked to perform from time to time.